February 2, 2020

Re: Request for Expressions of Interest as Fulltime Village Attorney

Attorneys responding to this expression of interest for the position of fulltime Village Attorney should review and consider the following specifications and explanation of services that would be expected, which includes:

1. The responsibilities of Village Attorney are providing legal counsel to the Board of Trustees, Village Manager, Village Clerk Treasurer and other members of Village staff. These responsibilities include, but are not limited to:
   (a) attending all Meetings of the Village Board of Trustees.
   (b) Attend meetings with staff as needed and as legal matters arise.
   (c) provide legal advice to the Board of Trustees and professional staff including the Village Manager, Clerk Treasurer, and all Department Heads.
   (d) Support all Village of Mamaroneck volunteer committees and boards including land use boards on an as needed basis.
   (e) Draft resolutions/legislations and notices as needed.
   (f) Draft and review all business documents such as easements, contracts and leases.
   (g) Provide written opinions and memorandum as requested by Board of Trustees and Village Manager.
   (h) Handle certiorari matters as needed (the Towns of Mamaroneck and Rye, within which the Village lie, handle the assessments and most certiorari proceedings).
   (i) Communicate and coordinate with land use attorneys and any special counsels that the Village may hire.
   (j) Supervise all litigation concerning the Village including outside legal representation.

2. The Village Attorney is appointed by the Board of Trustees and will be an employee of the Village of Mamaroneck and will have the benefits afforded to Village employees. The Village Attorney would have an office in Village Hall and secretarial service as required by the workload.

3. The salary will be commensurate with experience.

4. Requirements: admission to the New York State Bar; 6 years of progressively responsible municipal law experience in New York State, including litigation.

Notes:

1. Board of Trustees meetings include Work Session meetings—usually take place on the second and fourth Mondays of each month usually starting at 5:00 p.m. with a work session and with the Regular meetings—usually starting at 7:30pm Attendance at Special Meetings would be as required.
2. Currently, the Village has separate Land Use Counsel, Bond Counsel, Labor Counsel, General Liability Counsel (as assigned by the insurance company(ies) for claims), and Village Prosecutor.

**Deadline:** We request that all such expressions of interest be submitted by 5 p.m. on March 15, 2021. Expressions of Interest with information including cover letter, resumes or curriculum vitae and five references should be submitted to Village Manager Jerry Barberio and Assistant Village Manager Daniel Sarnoff, 123 Mamaroneck Ave., Mamaroneck, NY, 10543. E-mails are jbarberio@vomny.org and dsarnoff@vomny.org.