

The League of Kansas Municipalities

Deputy General Counsel of Legislation and Research

Reports to: General Counsel

Status: Full-Time Exempt

The League of Kansas Municipalities is seeking an individual to fill the position of Deputy General Counsel of Legislation and Research. This new position will strengthen cities in Kansas by providing legal guidance to elected city officials and municipal employees. This person will analyze state and federal legislation concerning municipalities and advocate for the interests of Kansas cities at the Kansas Legislature and with state and federal regulatory bodies.

Duties and responsibilities

- Advocate for the interests of Kansas cities at the Kansas Legislature. This includes:
 - Writing concise, persuasive, and accurate testimony for committee hearings.
 - Testifying on League issues before legislative committees.
 - Meeting individual legislators and developing a cooperative relationship.
 - Analyzing legislation and its effect on cities.
 - Writing articles for League publications that precisely convey a bill's impact.
- Create and present trainings for League members to assist in their professional development. This includes:
 - Presenting classes for the League's Municipal Training Institute.
 - Conducting webinars on current issues affecting cities.
 - Providing training to individual member cities based on their needs.
 - Assisting with all aspects of the League's annual conference, including conducting several presentations on different municipal topics.
 - Making presentations for other associations.
- Counsel elected city officials and municipal employees on a variety of legal issues ranging from personnel matters to rezoning issues.
- Write timely and accurate articles concerning legal issues impacting municipalities for the *Kansas Government Journal*.
- Update and edit League publications concerning municipal law and policy.
- Responsible for contributing to a positive working environment.
- Perform other duties as assigned.

Qualifications

Listed below are the minimum qualifications required to successfully perform the job.

- Juris Doctorate from an accredited law school.
- License to practice law in the State of Kansas.
- 2-3 years' experience in municipal or similar law, preferred.
- Experience working with the legislature preferred
- Ability to clearly and accurately communicate complex information in written and oral presentations.
- Ability to use a computer to draft documents, perform legal research, and conduct professional communication.
- Ability to prioritize multiple tasks, work effectively within time constraints and deadlines, and handle stressful situations.
- Ability to work both independently and in a team environment.
- Ability to work weekends when necessary.
- Ability to travel as necessary.

The League offers great benefits, including KPERS, health/dental insurance, and paid leave and holidays. This position's salary range is \$62,000 – \$70,000, commensurate with experience. Interested candidates should submit a cover letter, resume, three work-related references, and a writing sample showing the applicant's ability to identify and analyze one or more legal questions related to municipal law or legislation, and salary requirements, in one pdf file, to [Rynae Redd](#). If confidentiality is requested, please note in application materials. Position will remain open until filled. Application review will begin November 1, 2018. The League is an equal opportunity employer.