



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Contract Law</i>	<b>Last Revised/Approved:</b> <i>December 2018</i>
<b>Job Code:</b> <i>TBD</i>	<b>Reports To:</b> <i>Director, Procurement &amp; Risk</i>
<b>Office:</b> <i>Chief Financial Office</i>	<b>Department:</b> <i>Finance</i>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Negotiates and drafts contracts, agreements and leases on behalf of the district. Advises Procurement staff and other district administrators on the required legal elements of contracts and leases. Handles workers' compensation matters and prepares workers' compensation cases for hearings and assists the Assistant City Attorney in negotiating settlements in the cases.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Essential Functions:

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

1. Negotiates and drafts contracts, agreements and leases on behalf of the district OR negotiates workers' compensation settlements on behalf of the district.
2. Advises district staff on contracting – contract language and protecting the district, mitigating risk and liability to the district.
3. Advises administration on the appropriateness of entering into agreements or contracts with certain external parties.
4. Advises and shapes contract language to protect the district's interests.
5. Reviews Procurement board items and Requests for Proposals and Requests for Bids.
6. Reviews and analyses certificates of insurance.
7. Handles workers' compensation and directs the third party administrator on managing claims.
8. Provides exceptional customer service through positive communication and fostering a welcoming environment.
9. Actively supports the MPS Strategic Plan.
10. Completes other duties as assigned.

### Job Requirements:

#### **Education Requirements:**

- Law degree from an American Bar Association accredited law school is required.

- Licensed to practice law in the State of WI preferred.
- Cannot be in poor standing with any state bar.

### ***Experience Requirements:***

- Previous experience with and knowledge of business law and administrative principles.
- Knowledge of Wisconsin workers' compensation principles is desired.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must possess interpersonal skills that will facilitate work with all levels of management.
- Must be able to exercise sound judgment to make decisions based upon research and investigations of facts and law.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Ability to read and interpret job related material, work cooperatively with school administration, staff and central office management.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines.
- Computer skills with advanced knowledge of MS Office products is required

### **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General office environment with basic standing, walking and typing required. Should be able to lift up to 30 pounds. Employee required to work periodically on weekends. Evening meeting and events are required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

