

**GREENVILLE PUBLIC LIBRARY
ATTORNEY**

Objective:

Attorney needed - To assist in legal matters that pertain to the Greenville Public Library.

Responsibilities and Duties:

- Familiarity with non-profits (especially requirements for 501(c)(3) per the US Tax Code).
- Able to keep the Library aware of changes in the RI General Laws in regards to non-profits, and employment laws.
- Respond to inquiries regarding status of pending matters.
- Review and analyze governing documents, statutes and case law, contracts, personnel matters, legal claims, audits, insurance policies, real estate documents, etc. in order to advise, counsel and provide legal representation.
- Draft documents to provide legal representation to Director and /or Board, including contracts, opinion letters, governing documents, rules, contracts, and licenses.
- Perform legal research.
- Formulate well-founded written and verbal opinion.
- Effectively conduct negotiations to resolve matters.
- Advise and communicate regularly with Director and /or Board in person, via phone, e-mail and written correspondence.
- Participate in court cases through all phases including evaluation, intake, discovery, settlement, trial, and appeal phases.
- Attend board and meetings when requested.
- Serve as Attorney on Record with the State of Rhode Island, in representing the Library.

Qualifications and Skills:

- JD (Juris Doctor)
- Graduate from an ABA accredited institution
- Member in good standing with the Rhode Island Bar Association
- Minimum of 5 years of experience
- Excellent organizational and multi-tasking skills
- Ability to exercise independent judgment and discretion
- High level of interpersonal skills to handle sensitive situations
- High level of initiative and foresight in completing assigned projects
- Strong computer skills

Compensation:

- Based on billable hours.

Please send a resume and cover letter by March 30, 2018 to the following address.

Mr. Stephen Cicilline, President, Greenville Public Library Board of Trustees
c/o Greenville Public Library
573 Putnam Pike
Greenville, RI 02828

The Greenville Public Library is an equal opportunity provider and employer.