

ULSTER COUNTY RESOURCE RECOVERY AGENCY

RESOLUTION NO. 2615

RE: Authorizing and Approving certain Job Descriptions and Payment Scales for Agency Counsel

WHEREAS, The Ulster County Resource Recovery Agency (the "Agency") is engaged in Solid Waste Management and Recycling in Ulster County, and

WHEREAS, the Agency Board has conducted a review and analysis of staff positions and job descriptions at the Agency including that of an Agency Counsel and has determined that it is beneficial to create new job description and pay scale for the position of Agency Counsel, and

NOW, THEREFORE, BE IT

RESOLVED, that Ulster County Resource Recovery Agency hereby approves the new job description and pay scale for Agency Counsel as attached hereto in Exhibit "A" and be it

FURTHER RESOLVED, that the Executive Director is hereby authorized to take all steps necessary to implement same, and be it

FURTHER RESOLVED, that this Resolution shall take effect immediately.

Moved by: _____ **Seconded by:** _____

Vote: Ayes ____ Nays ____ Absent ____

Date: April 25, 2024

Financial Impact None

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Agency Counsel	Work Location: Main Office/Remote
Classification: Administration	Hours Per Week: 37.50 Hour workweek
Salary: \$85,000	

Distinguishing Features of the Position:

The work involves responsibility for providing professional legal work for the Agency. The work is carried out in accordance with professional standards and involves providing legal advice regarding Agency affairs, representing the Agency in court cases, and providing a variety of other legal work as may be required. The work is performed under the general direction of the Executive Director and Agency Board of Directors.

Position Responsibilities:

The incumbent in this position may perform some or all of the following as well as other related activities not described:

- Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents.
- Researches the law and renders opinions to the Agency Board of Directors and Executive Director.
- Examines legal papers on or filed with the Agency.
- Attends meetings of the Agency board and Committees and advises on legal issues.
- Appears in court and represents the Agency as needed.
- Conducts correspondence and makes necessary reports.
- Conducts research on best practices in solid waste management and alternatives to current waste disposal methods.
- Prepares and manages Agency solicitations such as Bids, RFPs, and other methods of procurement.
- Provides counsel to staff in employment, administrative, environmental law, New York State and Federal regulation, and other issues that may arise.
- Acts as Secretary of the Board of Directors and will keep meeting minutes for the Board and committees.

Special Assignments:

From time to time on a temporary basis or in an emergency situation may assume some of the responsibilities of other job positions.

Full Performance, Knowledge, Skills and Abilities, and Personal Characteristics:

Good knowledge of the principles and the practice of law as it pertains to public benefit corporations and the ABO; skill in preparing and drafting legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; good command of language; initiative, tact and courtesy; good professional judgement.

Minimum Requirements:

Must have a juris doctorate from an accredited law school.

Must be licensed to practice law in New York.

Three years experience in the practice of law is preferred.

SALARY & BENEFITS:

Full-time (37.5 hours per week). Benefits include NYSLR5, PTO, and health, vision and dental benefits. Salary \$85,000 annually