

**Request for Qualifications (RFQ)
Village Attorney and/or Deputy Village Attorney
Village of East Aurora, New York**

The Village of East Aurora is seeking qualifications from attorneys interested in serving as Village Attorney and/or Deputy Village Attorney on a part-time basis.

These positions will provide general legal counsel to the Mayor, Village Board, Planning Commission, Zoning Board of Appeals, and other Village officials and departments as needed.

Compensation

Compensation will be commensurate with experience and qualifications. The Village has budgeted approximately \$20,000 annually for the Village Attorney and \$6,000 annually for the Deputy Village Attorney.

The Village reserves the right to appoint either:

- one individual to serve as Village Attorney, supported by a Deputy Village Attorney, or
- a single individual, with combined compensation

Scope of Services

The selected attorney(s) will be expected to:

- Provide legal advice and counsel on municipal matters
- Attend Village Board meetings, work sessions, and committee meetings as needed
- Attend Planning Commission meetings, as needed (1st Tuesday of each month)
- Attend Zoning Board of Appeals meetings, as needed (2nd Thursday of each month)
- Attend Historic Preservation meeting (2nd Wednesday of each month)
- Advise Village officials and staff on legal issues affecting Village operations
- Assist with drafting and reviewing local laws, resolutions, contracts, and other documents
- Represent the Village in legal proceedings as needed
- Coordinate with the Mayor, Clerk-Treasurer, and Village Administrator

- Provide timely and responsive legal services

The Deputy Village Attorney will support these functions and act in the absence of the Village Attorney.

Qualifications

The Village will consider a range of candidates. Preferred qualifications include:

- Admission to practice law in New York State
- Experience in municipal law or related areas
- Familiarity with New York local government procedures and regulations
- Courtroom and litigation experience (preferred but not required)
- Ability to provide practical, solution-oriented legal advice

Submission Requirements

Interested candidates should submit:

- Resume
- Description of relevant experience, including municipal or public sector work (if any)
- List of current and past clients (municipal or otherwise, as appropriate)
- Office location and contact information

Submission Instructions

Submissions should be sent to:

Mayor-Elect Luke Wochensky

Email: LWochensky@townofaurorany.gov

and

Maureen Jerackas

Clerk-Treasurer, Village of East Aurora
585 Oakwood Ave
East Aurora, NY 14052

Email: maureen.jerackas@east-aurora.ny.us

Phone: 716.652.6000 ext. 218

Deadline

Submissions are requested by **Wednesday, April 1, 2026**, for initial consideration.