

BROOMFIELD JOB DESCRIPTION

Broomfield, Colorado

CITY & COUNTY ATTORNEY

GENERAL DESCRIPTION OF WORK: The incumbent is appointed by City Council and directs the operations and functions of the City and County Attorney's office in accordance with applicable federal laws and regulations, state constitution and statutes, the Broomfield Charter and the Broomfield Municipal Code. The incumbent is responsible for serving as the chief legal representative of the City and County and he or she advises the City Council and Mayor, City and County Manager, all City and County departments and City and County Boards and Commissions in matters relating to official powers and duties. The incumbent will perform such other duties as Council may prescribe by ordinance or resolution.

Incumbent is committed to innovation, problem solving skills, solution oriented work ethic, service excellence, and transforming local government through leading ideas and practices. The incumbent serves as a key designer, promoter, motivator, and catalyst for the alignment of culture with organizational values within the department. Provide holistic services to the public by seeking ways to integrate programs or services provided by other departments, divisions and agencies. The incumbent works in partnership with other employees, departments/divisions, agencies and the public in delivering effective and innovative services.

EXAMPLE OF DUTIES/ESSENTIAL REQUIRED TASKS: (Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City and County of Broomfield retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.)

Maintain confidentiality of information consistent with applicable federal, state, and local laws and code of professional ethics.

General Duties:

The incumbent is responsible for providing legal advice and legal support for planning, developing, and implementing the programs and projects of the City and County of Broomfield, as directed by City Council and in collaboration with the City and County Manager's office.

The incumbent oversees and manages the Attorney's Office. Duties include establishing short-term and long-term goals and objectives, reviewing and implementing changes to organizational structure, methods, and procedures, and developing and implementing departmental policies and procedures. He or she conducts planning/ideation sessions with appropriate audience in order to gather ideas and information to effect innovative and cost-effective programs. Coordinates and balances activities of office with those of the Mayor, City Council, City and County departments, governmental agencies, or community organizations. Maintains awareness of federal, state, and local laws, rules and regulations pertaining to City and County Attorney operations. Assigns work to subordinate personnel. Issues oral and written guidelines and approves procedures developed by subordinate personnel. Reviews and analyzes work completed to determine effectiveness in meeting standard, goals and objectives. Retains outside counsel as needed, and oversees and manages the work of outside counsel.

Communicates regularly with City Council and the City and County Manager's Office on legal issues and projects requiring legal support. Perform legal research; prepare and review memoranda, ordinances, resolutions, intergovernmental agreements, contracts, easements, dedications of right-of-way, leases, deeds and other legal documents as required. Prepares legal opinions of routine to complex nature for the Mayor, City Council, City and County Manager, departments, and various City Boards and Commissions; prepares briefs and pleadings. Provides legal advice and counsel to the Mayor, City and County Manager, City Council, and department heads. Attends City Council work sessions and various other meetings to advise on legal problems and questions. Supervises the preparation or prepare cases for hearings, trials and other judicial proceedings and represents Broomfield in such proceedings. Represents the City and County in meetings, negotiations, in court, and in the legislature as required. Interprets legal documents and legislation and represents the City and County in legal actions. Serves as legal counsel for various boards and commissions; may speak as a City and County representative before various civic, professional, and legislative groups. Directs the preparation and maintenance of necessary records and reports.

Budget/Resource Management:

The incumbent prepares the department’s annual budget and coordinates the budget process for the department. Ensures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control. The incumbent is responsible for planning, developing, and implementing the overall vision, mission, programs, processes and projects of the department. Develops short and long-range goals including annual Performance Metrics to advance the City and County’s mission, goals, and objectives. Monitors the progress of projects so the goals may be obtained within the established timeframe. Assesses departmental needs to determine necessity of capital improvements and equipment acquisition.

Supervision/Development of Subordinates:

The incumbent is responsible for the management and development of assigned staff. This includes: the recruitment of competent employees, setting expectations and providing necessary training for new employees; assignment of work, evaluation of work product, initiating appropriate corrective or disciplinary action, and developing and motivating incumbent staff in accordance with the Personnel Merit System and City and County personnel rules and policies. Determine work procedures, prepare work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations. Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures. Maintain harmony among workers and resolve grievances; perform or assist subordinates in performing duties.

Public Relations/Communication:

The incumbent prepares a variety of reports and projects as requested by City Council and the Mayor, the City and County Manager and other City and County officials. The incumbent addresses inquiries and complaints from the public, the media, or departments concerning office's programs and activities. Makes presentations regarding operations before civic or school groups; attends meetings, workshops, and conventions as necessary for the maintenance of effective services. Reviews proposed ordinances and regulations, plans, and technical reports related to divisional activities for content, accuracy, and feasibility. Provides assistance to other City and County departments as required.

Miscellaneous Duties:

Operate a personal computer and utilize MS Office software programs and Google Apps. The incumbent will attend offsite meetings and travel to various sites within and outside Broomfield. Evaluates service costs and makes related recommendations. Identifies and recommends improvements in divisional and departmental operations to ensure assigned functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related duties as required.

PERFORMANCE INDICATORS: (Identifies specific job performance indicators to measure performance criteria for job evaluations.)

The incumbent performs duties within the organizational structure of the office, following appropriate procedures and policies. The incumbent is evaluated on his or her ability to meet the objectives as outlined verbally and in writing by the City Council. It is expected that the incumbent will demonstrate the knowledge, skills and abilities as noted in the section titled “Necessary Applicant Traits.” Key areas of performance include:

Adherence to the Mission Statement and Guiding Values	Job Knowledge/Technical Expertise
Quantity and Quality of Work	
Results-oriented Lead courageously Focus on customers Drive for results Ensure execution	Thinking Factors Use insightful judgment Think strategically Apply financial acumen Innovate Display global perspective
Interpersonal Factors Build relationships Build talent Promote collaboration	Personal Inspire trust Adapt and learn

Engage and inspire Influence others	
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INDEPENDENCE OF ACTION: The City Council appoints the City and County Attorney to serve at the pleasure of Council. The incumbent works under the general direction of the Mayor and City Council and in cooperation with the City and County Manager. Plans and sets goals with the City and County Manager. Exercises considerable independence of judgment in meeting assigned goals and objectives and in implementing legal services and programs. The City and County Manager, Mayor and City Council are kept informed of progress. The City and County Attorney should also keep the City and County Manager, Mayor and City Council informed of potentially controversial matters and areas of far-reaching implications. Completed work is reviewed by the City Council from an overall standpoint of meeting the City and County's goals and in providing acceptable service levels to the City and County and community.

PERSONNEL MANAGEMENT RESPONSIBILITY: Management of the office requires the personal supervision of professional and administrative subordinates including hiring, scheduling, delegating tasks, reviewing performances, coaching, recommending corrective or disciplinary actions and providing training. Goals, objectives, policies and procedures for completing job tasks and assignments are outlined by the incumbent. Employees' performance, as well as the overall office's performance, is the responsibility of the incumbent.

WORKING RELATIONSHIPS: Relationships are typically with the Mayor, City Council, City and County Manager, and department heads; however, contact with employees at all levels, the public, special agencies, law firms, and other jurisdictions also occurs due to coordinating departmental duties and responsibilities.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is moderate. Work is generally scheduled Monday through Friday with some weekend hours. Attendance at City Council meetings is required as well as attendance at all other hearings/meetings that may be requested by the Mayor, City Council or the City and County Manager. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk or hear, walk and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, and stand. Physical demands are described as sedentary (exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time but may involve walking or standing for brief periods of time. Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NECESSARY APPLICANT TRAITS:

Knowledge - Thorough knowledge of the authority and functions of Broomfield's City and County Attorney's office. Thorough knowledge of Colorado Revised Statutes and pending legislation pertaining to the operations, authorities and responsibilities of municipal and county government. Thorough knowledge of the Colorado Rules of Civil Procedure, Colorado Constitution and the ordinances, policies and regulation of municipal and county government. Thorough knowledge of the unique authority and function of the City and County of Broomfield pursuant to the Colorado constitution and Broomfield's Home Rule Municipal Charter. Considerable knowledge of legal research materials and methods, including expertise in preparing legal opinions and drafting legislation. Considerable knowledge of criminal and civil legal procedures and pleadings including a high degree of skill in courtroom procedure. Considerable knowledge of municipal and county land use regulation, case law and legislation. Broad knowledge of real estate law relating to acquisitions and financing. Broad knowledge of the principles, policies and practices of public administration. Broad knowledge of federal laws and constitutional provisions affecting municipal and county operations. Broad knowledge of the principles and practices of supervision, training and employee evaluation.

Skills - Skill in understanding and responding to customer needs. Skill in the operation of office equipment such as telephone, copier, and personal computers.

Abilities - Ability to exercise considerable initiative and sound judgment; plan, organize, assign and review the work of subordinate staff; communicate clearly in English, verbally and in writing; apply legal precepts to factual cases; prepare, present, and argue cases effectively in court; work well with varied and demanding people; effectively represent the City and County's point of view at all meetings and conferences; effectively motivate, develop and discipline subordinate staff; evaluate program effectiveness and efficiency; work from broad direction with limited supervision; work well with culturally diverse people; prepare budget documents, reports, and statistics; establish and maintain effective working

relationships with Mayor, City Council, City and County Manager, other City and County employees, persons with issues or business before the City and County, other members of the public, and representatives from other agencies; organize information in a clear and logical format; evaluate resources and personnel needs; identify, analyze, and address problems and trends in a timely, efficient, and equitable manner; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; handle confidential information; employ and enforce safety practices and policies; and coordinate, analyze and utilize a variety of reports and records.

QUALIFICATION REQUIREMENTS:

Training - Juris Doctorate from an American Bar Association accredited law school.

Experience - A minimum of seven years of increasingly responsible experience as a practicing attorney in Colorado which has included at least three years in a supervisory capacity and at least five years experience in the practice and application of municipal or county law. The Colorado municipal or county law experience would include experience in: working with City Council or County Commissioners, statute or ordinance drafting, investigating civil claims and preparing documentation for civil cases, and providing legal advice and legal representation on a broad range of municipal and county issues and services including land use, oil and gas regulations, etc. Experience advising an urban renewal authority is preferred.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits.

NECESSARY SPECIAL REQUIREMENTS: - Must be an attorney-at-law admitted to practice in Colorado. Must be a member in good standing of the Bar of the State of Colorado. New appointees must, as a condition of employment, pass the following processes: oral board, reference checks, background checks including local police check and sex-offender registry, and fingerprinting through the CBI/FBI.

Broomfield Human Resources

For the Job Posting:

For the past six years, the CCOB has been faced with numerous oil and gas issues. Prior to the passage of SB 181 in 2019 the city entered into a Memorandum of Understanding with an operator which includes best practices to ensure that the health and safety of our citizens is protected. In addition, the Council is working on drafting regulations to fully implement SB 181. We expect our Attorney to vigorously support the City Council in our efforts to protect the health and welfare of our citizens.