

# Water Authority Position Description

## GENERAL COUNSEL - UNCLASSIFIED

Status	Position Code	Level	Date
APPROVED	GECO	P31	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM COMPLEX EXECUTIVE AND PROFESSIONAL LEVEL WORK AS LEGAL ADVISOR TO THE WATER AUTHORITY BOARD, EXECUTIVE DIRECTOR AND MANAGEMENT ON ALL ISSUES RELATED TO ABCWUA OPERATIONS.

### MIN EDUCATION & EXPERIENCE REQ

JURIS DOCTORATE DEGREE FROM AN ACCREDITED LAW SCHOOL AND TEN (10) YEARS OF INCREASINGLY RESPONSIBLE PROFESSIONAL EXPERIENCE PRACTICING LAW, INCLUDING TRIAL EXPERIENCE, MANAGERIAL OR SUPERVISORY EXPERIENCE. PREFER EXPERIENCE IN THE PUBLIC SECTOR WITH EMPHASIS ON FEDERAL, STATE AND MUNICIPAL LAW AS IT APPLIES TO THE OPERATION OF A PUBLICLY OWNED UTILITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.  
 POSSESSION OF, OR ABILITY TO OBTAIN, A VALID AUTHORITY OPERATOR'S PERMIT (AOP) WITHIN SIX (6) MONTHS.  
 MEMBERSHIP IN NEW MEXICO STATE BAR AND ABILITY TO MAINTAIN MEMBERSHIP AS A CONDITION OF CONTINUED EMPLOYMENT.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES SUPERVISION FROM THE EXECUTIVE DIRECTOR.  
 MAY SUPERVISE PROFESSIONAL AND ADMINISTRATIVE SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ASSUMES FULL MANAGEMENT RESPONSIBILITY FOR ALL LEGAL SERVICES AND ACTIVITIES. PARTICIPATES IN THE DEVELOPMENT OF WATER AUTHORITY POLICIES, PROCEDURES AND PROGRAMS.
2. MANAGES THE DEVELOPMENT AND IMPLEMENTATION OF LEGAL DEPARTMENT GOALS, OBJECTIVES, POLICIES, AND PRIORITIES. MONITORS AND EVALUATES THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES AND IMPLEMENTS REQUIRED CHANGES.
3. MANAGES AND PARTICIPATES IN THE DEVELOPMENT AND ADMINISTRATION OF THE LEGAL DEPARTMENT BUDGET. ESTIMATES FUNDS NEEDED FOR CONTRACTUAL SERVICES, EQUIPMENT, MATERIALS, AND SUPPLIES. DIRECTS THE MONITORING AND APPROVAL OF EXPENDITURES.
4. PREPARE AND PROVIDES LEGAL REVIEW, ANALYSIS, RESEARCH AND SUPPORT FOR THE DEVELOPMENT OF WATER AUTHORITY POLICIES AND PROCEDURES, TRANSACTIONS, REPORTS, PROGRAMS AND PROJECTS TO ENSURE CONFORMANCE WITH RELEVANT CONTRACTS, LAWS, AND RULES AND REGULATIONS.
5. PREPARES AND DRAFTS LEGAL DOCUMENTS, SUCH AS COURT PAPERS, CONTRACTS, ORDINANCES, RESOLUTIONS, DEEDS, LEASES AND OTHER LEGAL DOCUMENTS. REVIEW LEGAL DOCUMENTS INVOLVING CONSTRUCTION CONTRACTS, PROCUREMENT CONTRACTS, WATER RIGHTS LEASES, DEEDS, ASSIGNMENTS, RESOLUTIONS, ORDINANCES AND OTHER LEGAL DOCUMENTS.
6. RENDERS ORAL AND WRITTEN OPINIONS CONCERNING BUSINESS TRANSACTIONS, CLAIM LIABILITY, OR LEGAL ISSUES. CONDUCTS ON-GOING LEGAL RESEARCH IN CONNECTION WITH PERTINENT LEGAL ISSUES, INTERPRETS, AND APPLIES LAWS, COURT DECISIONS, AND OTHER LEGAL AUTHORITY IN THE PREPARATION OF OPINIONS AND BRIEFS.
7. NEGOTIATES AND RESOLVES SENSITIVE, SIGNIFICANT, AND CONTROVERSIAL ISSUES. INVESTIGATES AND RESPONDS TO COMPLAINTS AND CLAIMS BY OR AGAINST THE WATER AUTHORITY. INTERVIEWS CLIENTS AND WITNESSES TO ASCERTAIN FACTS AND EVALUATES FINDINGS TO RECOMMEND RESOLUTION.
8. OVERSEES THE SELECTION, MANAGEMENT AND EVALUATION OF OUTSIDE COUNSEL TO ADDRESS ALL LEGAL ISSUES FACED BY THE WATER AUTHORITY.
9. PROVIDES OR COORDINATES TRAINING AND WORKS WITH MANAGEMENT TO DISCIPLINE EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENTS AND ADMINISTERS DISCIPLINARY AND TERMINATION PROCEDURES.
10. ADVISES ON ALL LABOR AND EMPLOYMENT MATTERS INCLUDING COLLECTIVE BARGAINING AND UNION GRIEVANCE PROCESS.
11. ATTENDS WATER AUTHORITY BOARD MEETINGS AND TAKES NECESSARY ACTION REGARDING AGENDA ITEMS. REPRESENTS WATER AUTHORITY IN COURT OR BEFORE GOVERNMENT AGENCIES.
12. ANALYZES LEGISLATION INCLUDING PROPOSED STATE AND FEDERAL LEGISLATION AFFECTING THE WATER AUTHORITY.

#### **SUPPLEMENTAL FUNCTIONS**

1. STAYS ABREAST OF NEW TRENDS AND INNOVATIONS IN THE PRACTICE OF LAW AS IT APPLIES TO OPERATION OF A PUBLICLY OWNED WATER AND WASTEWATER UTILITY LEGAL DEPARTMENT.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

### **PREFERRED KNOWLEDGE**

ORGANIZATION AND MANAGEMENT PRACTICES  
PRINCIPLES OF SUPERVISION, TRAINING, AND PERFORMANCE EVALUATION  
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, STATUTES, AND COURT DECISIONS RELATING TO THE OPERATION OF A PUBLICLY OWNED WATER AND WASTEWATER UTILITY  
OPERATIONAL CHARACTERISTICS, SERVICES, AND ACTIVITIES OF A COMPREHENSIVE WATER AUTHORITY LEGAL PROGRAM  
PRINCIPLES AND APPLICATIONS OF CIVIL, CRIMINAL, AND ADMINISTRATIVE LAW, JUDICIAL PROCEDURES, AND RULES OF EVIDENCE  
METHODS OF LEGAL RESEARCH AND ESTABLISHED PRECEDENTS APPLICABLE TO MUNICIPAL ACTIVITIES

### **PREFERRED SKILL/ABILITY**

OPERATING A PERSONAL COMPUTER AND UTILIZING RUDIMENTARY SOFTWARE  
DEVELOP, IMPLEMENT, AND ADMINISTER GOALS, OBJECTIVES, AND PROCEDURES FOR PROVIDING EFFECTIVE AND EFFICIENT SERVICES FOR THE WATER AUTHORITY  
ANALYZE PROBLEMS, PROVIDE ALTERNATIVES, IDENTIFY SOLUTIONS IN SUPPORT OF ESTABLISHED GOALS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS, AND IMPLEMENT RECOMMENDATIONS  
IDENTIFY AND RESPOND TO WATER AUTHORITY ISSUES, CONCERNS, AND NEEDS  
RESEARCH, ANALYZE, AND EVALUATE NEW SERVICE DELIVERY METHODS, PROCEDURES, AND TECHNIQUES  
PROVIDE ADMINISTRATIVE AND PROFESSIONAL LEADERSHIP AND DIRECTION TO SUBORDINATE STAFF  
COMMUNICATE CLEARLY AND EFFECTIVELY, BOTH VERBALLY AND IN WRITING  
PREPARE AND PRESENT CLEAR AND CONCISE REPORTS

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES