

The Fort Collins City Attorney is seeking to hire a **Senior Assistant City Attorney**. This role will serve as general counsel to City officers and employees. First days and the orientation phase will begin as an in-person workplace opportunity, but eventually a mix of in-office and work from home, if desired, is envisioned. Please read below!

POSITION TITLE: Senior Assistant City Attorney

REQUISITION #: Req5455

DEPARTMENT: City Attorney's Office

LOCATION: Fort Collins, Colorado City Hall/Hybrid after initial on-site training period

ANTICIPATED HIRING ANNUAL SALARY RANGE: \$130,000 - \$162,000 annual

EMPLOYMENT TYPE and BENEFIT CATEGORY: Full-Time Regular, Unclassified Management Benefits

SELECTION PROCESS: Application deadline is 3:00pm MST on 6/7/2022

Fort Collins, Colorado is a fascinating city full of life and energy and nestled right against the beautiful Rocky Mountains. The City is looking for a **Senior Assistant City Attorney** who will serve as general counsel to City officers and employees. This position will provide written and oral advice and represent the City in negotiations and in administrative and court proceedings. In addition to preparing contracts, ordinances, resolutions, and other legal documents, the attorney will identify legal issues raised by City policies, practices, and projects and recommend actions to address such issues. While analyzing and advising on complex municipal law with minimal attorney supervision and feedback, this position will manage a team of attorneys and support staff that includes the municipal court team who prosecute violations of the City ordinances such as traffic laws, criminal laws, building codes, etc.

This attorney will take the lead in providing legal support for the Fort Collins Police Services – including the FCPS Academy – and coordinating prevention, review, and litigation of tort, constitutional, and other claims against municipal law enforcement. Additional work assignments for the attorney and team include liquor and marijuana licensing enforcement, code enforcement and neighborhood services mediation programs, risk management and litigation matters, and special projects. This position reports directly to the City Attorney.

What education and certification are is required?

- Juris Doctorate from an accredited law school
- License in good standing to practice law in the State of Colorado (or qualified for admission On Motion in Colorado)

What experience?

- Eight (8) years as a practicing attorney or comparable legal work with an emphasis on municipal or other government law. Experience providing legal counsel to law enforcement preferred.
- At least 1 year of experience managing employees or leading work teams, or comparable training in management, supervisory, or leadership skills.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We may

consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

For complete information, such as:

- Job Classification and Benefits Information
- Job Summary
- Essential Duties and Responsibilities
- City Competencies
- Required Knowledge, Skills, and Abilities
- Required Education and Experience

Learn more and apply at the City of Fort Collins career site:

<https://fcgov.csod.com/ux/ats/careersite/12/home/requisition/5455?c=fcgov>

or contact **Mark Ewing**, Recruiting Specialist at mewing@fcgov.com.