

The Town of Timnath (pop. 9,200, elev. 4,865, 8 sq. mi.) is a rapidly growing, family-oriented community located in the plains at the base of the Rocky Mountains in beautiful Northern Colorado, north of Denver and south of Cheyenne, WY. Due east of Fort Collins in Larimer County, Timnath sits at a major regional crossroads, the intersection of I-25 and Harmony Rd., one of the busiest in the state. The Town's location provides easy access to nearby amenities, including Colorado State University, the University of Northern Colorado in Greeley, and many others. Denver's world-class urban culture, major sports venues, and Denver International Airport are an hour's drive south. The Town of Timnath is a welcoming, small community with beautiful parks, a quaint downtown, and safe neighborhoods.

Why join the Town of Timnath, because it is a great place to work! The town offers a very generous benefits package and a competitive salary:

Hiring Salary Range: Exempt, \$147,805 - \$184,756 depending on qualifications and experience of selected candidate

Annual Salary Range: Exempt, \$147,805 - \$191,265

Department: Legal

Reports to: Town Council and Mayor

Deadline to apply April 7, 2023

Benefits:

Medical insurance

Dental insurance

Vision insurance

Town sponsored Life insurance

Voluntary Life insurance

Wellness Lifestyle Monthly Reimbursement benefit

Cafeteria 125 Plan

Supplemental AFLAC Plans

PERA Retirement plan

Voluntary Retirement Plan

Tuition reimbursement

Accrued paid vacation

9 paid holidays and 2 floating holidays

Accrued paid sick time

Professional license fees, bar association membership dues, and continuing legal education expenses, and reasonable costs of professional conference attendance are provided

Relocation assistance is subject to negotiation.

Timnath's next Town Attorney is an experienced municipal lawyer or an attorney with extensive land use experience, with high integrity, unassailable character, unquestionable ethics, and sound legal judgment. Technically competent in all respects, they are experienced in the practice areas customary to local government, with special emphasis on annexation, home rule, impact fees, intergovernmental agreements, land use, planning and development, special districts (including service plans), subdivision improvement agreements, tax increment financing, real estate transactions, and urban renewal. In addition, a strong foundation in as many of the following practice areas as possible is preferred: drafting (ordinances, code, charter, etc.), elections, employment law, local budget and audit laws, municipal finance, open meetings (including parliamentary procedure), public records, real property, right of way acquisition, sales taxes, TABOR, and water law, among others

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide clear and concise legal advice and consultation on a daily basis as requested or required to members of the Town Council, the Town Manager, and Town Staff. Contacts are usually made via telephone and email, and generally same- or next-day response is expected.

Shall maintain most office hours on site. Office hours shall generally be established and negotiated as part of any contract for legal services, and the Town Manager or Mayor may adjust the schedule upon a showing of good cause. Office hours may be coordinated with days of attendance at Council meetings.

Attendance at Town Council meetings is required, unless excused. Be prepared to advise the Council and Staff on matters on the agenda, as well as parliamentary procedure and substantive issues that arise during the meeting.

Attendance at Planning Commission meetings may be requested from time to time, unless excused. Attendance at Town Council subcommittee meetings or joint meetings with outside agencies may be requested from time to time.

Prepare, review, and revise staff documents, including, but not limited to, initiation of memoranda concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions, including appeals, public improvements, easements, dedications, rights-of-way, and Town Council Staff reports. Clear, concise, well-organized writing in plain English is a prerequisite.

Represent, coordinate and/or advise the Town in litigation not covered by CIRSA (which provides coverage for tort claims), or otherwise handled by outside counsel. Oversee coordination of additional outside counsel as may be needed.

Manage and oversee outside counsel as needed.

Manage and supervise all staff in the Town's legal department including the current paralegal.

Represent the Town in inter-agency projects and other legal matters.

Review compliance with public records for public records requests, records destruction and assist with contract development.

Counsel the Town (or retain appropriate alternative representation) regarding taxes, assessments, fees, and other financial matters.

Counsel the Town regarding urban renewal and special district matters.

Counsel the Town regarding capital projects, construction contracts, and the like.

Counsel the Town on all contract matters, including the development of procurement policies and standard purchasing contracts for goods and services.

Draft and propose updates to home rule charter, municipal code, etc.

Additional duties as may be assigned or negotiated.

#### QUALIFICATIONS:

The desired candidate will be a clear and concise writer and speaker (no "legalese"), articulate, and intellectually honest.

The successful candidate must be diplomatic and politically astute but apolitical, with strong situational awareness.

They will be a proactive problem-solver, committed to the council-manager form of government and to providing Town Council with legal options consistent with the council's policy priorities. They will be approachable and collaborative and passionate about the law and the Town of Timnath.

#### EVIDENCE OF QUALIFICATIONS:

Bachelor's degree

Law degree

Experience:

Six (6) years of municipal law experience

**SPECIAL REQUIREMENTS:**

Licensed attorney for the State of Colorado in good standing, or willing to become licensed within six months of relocating

Possession of a valid Colorado driver's license

Must pass background check

Residency in Timnath is preferred

**DESCRIPTION OF WORK SCHEDULE AND HOURS:**

Work hours typically begin at 8:00 a.m. and often extend beyond 5:00 p.m. because of meetings, workload, or other unanticipated obligations. Regular and specially scheduled night meetings are to be expected.

**SUPERVISION RECEIVED:**

Works without direct supervision but under the general policy direction established by the Town Council.

**COMPLEXITY/ RESPONSIBILITY:**

Responsibility often requires an ability to deal with complex and delicate situations that may involve the public, staff, the Council, or other government entities. This work environment

requires a high level of credibility, leadership, analysis, and ethics. Strategic political thinking is often associated with the position.

#### SCOPE OF INTERPERSONAL CONTACTS:

This position requires excellent interpersonal skills. Contacts are generally the broadest of any employee of the Town and include the Town Council, public, staff, consultants, other governments, and other elected officials. Information provided often can have important consequences for the Town.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is usually performed in a standard office environment. There are circumstances in which field work is necessary which may include travel in and out of the state. Field work and visits to various municipal facilities may require an ability to maneuver in construction sites, climb stairs or ladders, and ride in heavy equipment. An ability to communicate over the phone is a necessity.

The Town of Timnath provides employment opportunities in compliance with all pertinent federal, state, and local laws.