

Town OF CRESTONE
INDEPENDENT CONTRACTOR POSITION

Draft for BOT consideration – not adopted

POSITION: Contracted Services

NATURE OF WORK

The Town Attorney is appointed by Town Board. The Town Attorney is the chief legal advisor and representative of the Town and advises the Town Board and Mayor, Town Administrator, Town departments, and Town Boards and Commissions in matters relating to their official powers and duties. The Town Attorney will perform such other duties as the Board may prescribe.

The Town Attorney attends all Town Board regular meetings, as well as special meetings and workshops, Board of Adjustment Planning Commission meetings as needed, advises on ordinance revisions, reviews contracts, advises on liability issues, and provides direct legal support to Town departments.

The Town Attorney is expected to perform duties consistent with the Colorado Rules of Professional Conduct and the Town's Equal Opportunity Employment policy.

SUPERVISION RECEIVED

The Town Attorney serves at the pleasure of the Town Board.

ESSENTIAL JOB FUNCTIONS

The Town Attorney role assumes responsibility for specific assignments, job duties, scope, authority, responsibility, functions, and requirements necessary to discharge a professional obligation to the Town, its elected and appointed officials, and its employees. The Town Attorney must successfully discharge professional responsibilities and duties, with or without reasonable accommodation.

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive:

- Maintains confidentiality in accordance with applicable laws. The Town Attorney is responsible for planning, developing, and implementing the professional responsibilities regarding legal issues for the Town.
- Provides legal guidance, opinion, and direction based upon current and applicable law. Including preparing and reviewing memoranda, ordinances, resolutions, intergovernmental agreements, contracts, real property matters such as easements, dedications of right-of-way, leases, deeds, land use planning and subdivision, and other legal documents as required.
- Advises the Town regarding threatened or pending litigation and investigates claims and complaints made or threatened by or against the Town.
- Prepares written legal opinions for the Mayor, Town Board, Town Administrator, departments, and various Town Boards and Commissions; prepares briefs and pleadings.
- Provides legal advice and counsel to the Mayor, Town Administrator, Town Board, and department heads.
- Attends all Town Board regular meetings and various other meetings upon request to advise on legal problems and questions.
- Represents the Town of Crestone in meetings, negotiations, court, and the legislature as requested.

Interprets legal documents and new legislation.

- Appears in municipal court to represent the Town.
- Serves as legal counsel for various Town boards and commissions; may speak as a town representative before different civic, professional, and legislative groups.
- Directs the preparation and maintenance of necessary records and reports.
- Represents the town in certain litigation or administrative matters at the request of the town and as to the experience such attorney possesses in the subject matter involved
- Prepares various reports and projects as requested by Town Board, the Mayor, the Town Administrator, and other town officials.
- Assures that responsibilities are performed within budget.
- Reviews proposed ordinances and regulations, plans, and technical reports related to Town activities for legal content and accuracy -. Assists other Town departments as required. Attends offsite meetings and travels to various sites within and outside Crestone.

KNOWLEDGE, SKILLS & ABILITIES

The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge –

- Knowledge of municipal, civil, business, and constitutional law principles and procedures.
- Basic knowledge of administrative law and judicial procedures.
- Experience with general civil procedure and rules of evidence.
- Understands the Town Attorney's office's authority, role, and functions.
- Familiarity with and adherence to the Colorado Rules of Professional Conduct.
- Comprehensive knowledge of Colorado Revised Statutes and pending legislation of municipal and county government operations, authorities, and responsibilities.
- Thorough understanding of the Colorado and US Constitution and municipal government ordinances, policies, and regulations.
- Knowledge of legal research materials and methods, including expertise in preparing legal opinions and drafting legislation. Understanding of criminal and civil standard procedures and pleadings,
- Knowledge of municipal and county land use regulation, case law, and legislation.
- Understanding of real estate law relating to acquisitions. Knowledge of the principles, policies, and practices of public administration.
- Basic understanding of the principles and practices of employment law and human resource laws.

Abilities-

Ability to exercise considerable initiative and sound judgment; communicate clearly in English, verbally and in writing; apply legal precepts to factual and hypothetical cases; work well with varied people; effectively represent the Town's point of view at all meetings and conferences; work from broad direction with limited supervision; work well with culturally diverse people; establish and maintain effective working relationships with Mayor, Town Board, Town Administrator, other Town employees, persons with issues or business before the Town of Crestone, other members of the

public, and representatives from other agencies; organize information in a clear and logical format; 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; focus attention on jobs, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; preserve and protect confidential information; and coordinate, analyze and utilize a variety of reports and records.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Juris Doctorate from a law school accredited by the American Bar Association
- A minimum of five (5) years of increasingly responsible experience as a practicing attorney, which has included at least three (3) years in a supervisory capacity and at least three (3) years of experience in the practice and application of municipal or county law. The municipal or county law experience would include expertise in statute or ordinance drafting, investigating claims and preparing documentation for cases, and providing legal advice and legal representation on a broad range of municipal and county issues and services.
- Any equivalent combination of training and experience that provides evidence that the applicant possesses the knowledge, skills & abilities to perform the job's essential functions may be considered.

LICENSES OR CERTIFICATES

- Must be licensed and in good standing to practice law in the State of Colorado. The State of Colorado Supreme Court accepts reciprocity through its Admission on Motion process. The Town will consider applicants from out of state who are licensed in said state and qualified to apply for on motion admission to practice in Colorado within two months from the hire date.

AVERAGE NUMBER OF HOURS PER MONTH: 30

Note: This position description is not intended to be an exclusive list of all the requirements, duties, tasks, roles, or responsibilities associated with the position. Nothing in this position description restricts the Town's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

The Town of Crestone is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age 40 or older, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. The Town of Crestone will make all reasonable accommodations to ensure that people with disabilities have equal employment opportunities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

I have read and understand this position description.

Signature: _____

Print Name: _____

Date: _____