



The City of Fort Collins, Colorado
Invites Qualified Candidates to Apply For
Senior Assistant City Attorney





Fort Collins, home to Colorado State University, has a population of 155,400 within 56 square miles and is located at the northern edge of the picturesque Rocky Mountain Front Range. Fort Collins is consistently ranked among the top cities by national magazines and organizations for its great schools, low crime, good jobs in the high-tech field, and fantastic outdoor life. The community is highly educated with 79 percent more college graduates than the national average. In addition, the community's median family income is \$76,700 which is 20 percent greater than the national average. Fort Collins is sixty miles north of Denver and the Denver International Airport.

2012 Top Downtown in the Country

Livability.com, November 2012



Robert Havlick Award for
Innovation in Local
Government recognizing
the Sustainability Services
Area formation

Alliance For Innovation, March 2013

History

French trappers first established a campsite along the Cache La Poudre River in the 1700's. Due to western expansion the U.S. government established a military outpost to protect settlers as they made their way across the prairie and over the continental divide. Business people were attracted to the area and claimed the area known as Fort Collins as the military left the region in 1868.

Flash forward one hundred years as Fort Collins became an early hub of technology with the relocation of high tech companies in the 1970's. The tech boom and bust in the 2000's attracted a new kind of resident—entrepreneurial, innovative, and creative, embracing the pioneer spirit that settled the region originally.

Economy

Fort Collins has a strong economy anchored by the Colorado State University (CSU) campus with nearly 25,000 students and 7,000 employees. Founded in 1870 as a land grant college, students from every state and 95 foreign countries attend CSU. Graduate and undergraduate degrees are offered in nine colleges, and CSU is known for major research advances in agriculture, engineering, veterinary sciences, technology, and water.

Major private sector employers in Fort Collins include Hewlett Packard (1,250 employees), Poudre Valley Hospital (3,000 employees), and Woodward, Inc. (1,300). Innovation occurs across industry sectors in Fort Collins. Craft brewer, bioscience, software, hardware, water innovation, and clean energy companies contribute ideas, inventions, and products that positively impact the local economy. In 2010, 225 patents were registered to researchers, scientists, and entrepreneurs in Fort Collins.

Known as the community's "crown jewel" Downtown Fort Collins has a large selection of eclectic, unique shops and restaurants. In the summer public plazas invite social gatherings and outdoor concerts. Old Town Square, a pedestrian only business district, is a vibrant hub of activity for all ages with outdoor patios and regularly scheduled entertainment.



Platinum Bicycle Friendly Community

League of American Bicyclists, May 2013



Education

The Poudre School District (PSD) serves approximately 24,000 students and includes four high schools in Fort Collins and the surrounding area. In addition there are several charter schools in Fort Collins including Ridgeview Classical Schools which was rated among the top ten charter high schools in the nation (*U.S. News & World Report*, December 2008). For more information about PSD, please visit psdschools.org.

Additional educational institutions in Fort Collins include Front Range Community College, the Institute of Business and Medical Careers, University of Phoenix, and Regis College.

Recreation

With 875 acres of developed park land including six community parks and 49 neighborhood/pocket parks, recreation opportunities abound in Fort Collins. The City also maintains 30,000 acres of natural areas and more than 32 miles of recreational trails.

Money Magazine ranked Fort Collins 6th Best Place to Live in the Nation in 2010

Vision

To provide world-class municipal services through operational excellence and a culture of innovation.

Mission

Exceptional service for an exceptional community.

Values

- Outstanding Services
- Innovation and Creativity
- Respect
- Integrity
- Initiative
- Collaboration and Teamwork
- Stewardship

City Government

Fort Collins was incorporated in 1873 and has operated under the council/manager form of government since 1939. The City Council consists of six district Council Members elected on a non-partisan basis for four-year terms and a Mayor elected

at-large on a non-partisan basis for a two-year term. The Mayor Pro Tem is chosen from among the entire Council and serves a two-year term. The City has 27 Boards and Commissions that provide advice and recommendations to the City Council on issues such as affordable housing, art in public places, the environment, human relations, and the needs of senior citizens, youth, and women.

The City Council appoints a City Manager who is responsible for managing municipal operations that consist of a \$504 million calendar-year budget and 2,299 FTE's. The current City Manager has worked for the City for 17 years and was appointed City Manager in 2004. In addition to traditional municipal services, the City has an electric utility, a regional airport jointly owned by the City of Fort Collins and the City of Loveland, and the Fort Collins Museum of Discovery which was created through a unique public/ private partnership.

Fort Collins' voters have approved many capital improvement initiatives over the last forty years that have created new amenities and addressed municipal needs including two additional parks, a new City office building, a transit center, a downtown parking structure, and a horticulture center. The City has implemented these initiatives in a fiscally prudent manner as evidenced by its AAA bond rating.

Each year the "World Class People" program recognizes City employees for their outstanding service, teamwork, individuality, and creativity. This is an opportunity to demonstrate how City employees contribute to making Fort Collins a great community. When past honorees were asked what they liked most about working for the City, most cited the people they worked with and the opportunity to make a difference in their community. Also, in a recent survey of City employees 60 percent indicated the City of Fort Collins is the best place they have ever worked.

The City and community have received more than 60 honors and awards over the last several years that recognize the quality of life and economic and environmental sustainability that exists in Fort Collins. To view a list of these honors and awards, please visit the following web site fcgov.com/visitor.



SENIOR ASSISTANT CITY ATTORNEY

City Attorney's Office

Full-time, Unclassified Position

SALARY – Depends On Experience

Closing Date: April 6, 2015

EXPERIENCED IN MUNICIPAL LAW? READY FOR A NEW CHALLENGE?

How about putting your skills and experience to work for the City of Fort Collins?

The Fort Collins City Attorney's Office has two openings for experienced attorneys. These positions offer the opportunity to work as part of a dedicated team of professionals in an upbeat, fast paced work environment to support the operations of one of the best cities in the country. If you're looking for variety in subject matter and routine, challenging and rewarding work, the opportunity to manage and train other attorneys, and a meaningful way to put your skills and experience to work for your community, this position could be right for you.

POSITION SUMMARY: Advise and represent the City Council, City boards and commissions and City management and staff, and manage one of two divisions of the City Attorney's Office.

ESSENTIAL DUTIES AND RESPONS-

IBILITIES: The essential duties and responsibilities of these positions are expected to include the following:

- Research legal issues and provide opinions and recommendations.
- Interpret laws, rulings, and regulations.
- Advise City Council, City departments and officials, and various City boards and commissions.
- Prepare contracts, ordinances, resolutions, and other legal documents.
- Review city contracts and other legal documents for legal sufficiency and potential legal implications.
- Identify potential and actual legal issues raised by City policies and practices, and recommend actions to address such issues.
- Represent the city in negotiations and in administrative and court proceedings, including municipal court prosecutions.

- Manage and supervise attorneys and paralegals responsible for carrying out such duties and responsibilities, as assigned.
- Develop and guide attorneys and paralegals to enhance long-term office capacity, skills and experience.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of Colorado law and relevant federal laws and regulations.
- Specific knowledge of municipal law.
- Skilled in legal writing and research.
- Ability to participate in team problem solving.
- Strong analytical skills.
- Ability to effectively communicate both orally and in writing with strong interpersonal skills.
- Ability to manage employees and coordinate work teams and projects.

- Strong ability to guide and train attorneys and other staff in the effective performance of the duties and responsibilities of the office.
- Ability to use word processing and presentation software, and to do on-line research.

EDUCATION AND EXPERIENCE: Juris Doctorate from an accredited law school; minimum of eight years' experience as a practicing attorney, either in municipal law, or related fields, such as land use, real property, eminent domain, public utility, human resources, prosecution and/or litigation. Strong background in management, supervision and training of others preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common legal, scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, city staff, or regulatory agencies. Ability to effectively present information to courts, administrative agencies, City Council, City staff, public groups, and City boards and commissions in writing and orally, and to educate and train others regarding legal issues and law practice skills and techniques.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to move about the office and to various meeting sites. The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

APPLICATION: To apply, please contact Tracy Herman, Touchstone Legal Resources, (303) 663.8034 or therman@touchstonelegalresources.com

The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities.

**THE CITY OF FORT COLLINS IS AN EQUAL OPPORTUNITY EMPLOYER.
BACKGROUND CHECK AND DRUG TEST REQUIRED.**



WORK ENVIRONMENT: The work environment characteristics representative of those an employee encounters while performing the essential functions of this job are those of a normal office environment.

REASONING ABILITY: Ability to define problems, collect data, establish facts, think critically and draw valid conclusions. Ability to interpret and apply an extensive variety of legal theories and principles and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: License to practice law in the State of Colorado prior to hire.

SELECTION PROCESS: Applications will be reviewed and selected candidates will be interviewed. Post-offer background (and credit) check and drug test required.