

**County Attorney
Ouray County, Colorado**

The County of Ouray is currently accepting Proposals, Letters of Interest and Resumes for the position of County Attorney (independent attorney or firm). This is a full-time, exempt position. The County Attorney performs and manages the legal affairs for the County under the general direction of a three-member Board of County Commissioners working closely with the County Administrator, and assisting county departments and other elected officials. Areas of legal experience include but are not limited to legal research, local government, land use, contracts, human resources, and civil litigation. The applicant must possess a Juris Doctor Degree from an accredited law school, be a member of the bar in good standing in Colorado and admitted to practice before the courts of the State of Colorado; have a valid driver's license and have a minimum of ten years legal experience with an emphasis in local government law, litigation and land use. The job description is available on the County's website at www.ouraycountyco.gov or upon request to Human Resources (970) 325-7332. Interested applicants must submit a cover letter, resume, and three work-related references to the Human Resources Director, Ouray County, P. O. Box C, Ouray, CO 81427. All qualified candidates are encouraged to apply by **August 16, 2017** (first review, position open until filled). Current salary for this position is \$101,584.01. Proposals for flat fees, hourly rates, or salaried position invited. Ouray County is an Equal Opportunity Employer.

Published: Ouray Plaindealer
 Montrose Daily Press
 Ouray County Website
 Colorado County Attorney's Association
 Colorado Bar Association



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

County Attorney

Department: County Attorney

Pay Grade: 27

FLSA Status: Exempt

JOB SUMMARY

The County Attorney serves as the legal advisor to the Board of County Commissioners of Ouray County ("Board") as well as to all elected officials, county departments and to Board appointed commissions and boards. Manages all legal affairs in which Ouray County may be involved. Assures that all contracts, deeds, bonds, and other official documents are approved for form and are valid and enforceable.

ESSENTIAL JOB FUNCTIONS

- Provide legal advice, counsel and guidance to the Board, elected officials, departments, other Board appointed commissions or boards.
- Attend regular, special and other Board and Planning Commission meetings and advises on the use of executive sessions when necessary.
- Research, draft or review all resolutions, ordinances, policies and legal opinions for the Board and other elected officials and departments.
- Research laws, regulations, statutes, rules and precedent in order to ensure compliance and provide advice and opinions as to how such laws, regulations, statutes, rules or precedent apply to county issues and policy.
- Negotiate, draft and/or review all contracts, intergovernmental agreements, Memoranda of Understanding or other legally binding agreements.
- Represent Ouray County, county officials or employees in litigation or enforcement actions or coordinate representation through outside counsel, including appeals when necessary.
- Monitor changes in statutes and case law for impact on county government, county officials and departments and advise the Board of same.

- Develop legal compliance training as needed for elected officials, staff or the Board.
- Identify, recommend, develop and implement policies, procedures and practices to reduce the County's exposure to legal liability and to proactively find solutions to emerging issues.
- Develop and recommend budget requests for the Department and ensures fiscal compliance with such budget.
- May include representation of Department of Social Services to include child welfare and adult protection.
- Work closely with County Planner and Land Use Staff regarding County Master Plan, review of Land Use Staff Reports and Presentations (such as PowerPoint) concerning "issue" items prior to submittal to County Administrator for Board Packets or submittal to Planning Commission for PC packets, and collaborate when appropriate on presentations on Land Use Code or Master Plan topics or issues.
- Collaborate on Land Use Code revisions or additions with County Planner including crafting language to articulate stated goals, criteria and standards.
- Work closely with County Administrator on issues that affect Ouray County
- Assist with Code Enforcement issues including reviewing Notices prepared by Land Use Staff or Building Inspector and provide appropriate legal opinions as required.

QUALIFICATIONS

Education and Experience:

Juris Doctor from an accredited law school. At least ten years of legal experience is required; an emphasis in local government law, litigation and land use is desirable.

Special Qualifications:

Must be member of the bar in good standing in Colorado and admitted to practice before the courts of the State of Colorado.

Knowledge, Skills and Abilities:

- Ability and experience performing conclusive legal research related to a variety of areas including but not limited to land use and planning; personnel issues; road rights-of-way and threats to public access; local government powers; property tax issues; contracts; law enforcement issues; child welfare; election laws.
- Ability to interact with others effectively and cooperatively
- Ability to analyze data quickly and thoroughly and respond to requests for opinions on the spot.

- Articulate the potential legal consequences of political and/or business decisions and separate the role of County Attorney as legal advisor and decision maker from those of other non-legal advisors and decision makers.
- Ability to perform all duties associated with the County Attorney's Office including administrative functions such as copying, filing and e-filing, mailing, preparation for court
- Able to work effectively under pressure of deadlines hearings or trials, preparation of all documents, proofreading, calendaring, etc.
- Self-directed and able to effectively manage time so that tasks are completed in an efficient manner and deadlines are met.

PHYSICAL DEMANDS

The physical activities and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

Works in a safe and secure work environment that may periodically have unpredicted requirements or demands.