



CITY OF AURORA, COLORADO



City Attorney



THE CITY

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers something for every lifestyle, from convenient urban living to master-planned communities. Aurora is a close-knit community with excellent services and amenities. With Buckley Air Force Base, the Anschutz Medical Campus, Fitzsimons Innovation Community, and other major employment centers, the city has thriving aerospace, defense, bioscience, health care, and distribution industries. Aurora is also a global community. People from around the world live, work and have businesses throughout Aurora, creating a culturally rich environment and one of the city's greatest assets.

Long known as the Gateway to the Rockies, this All-American City lies on the eastern edge of the Denver-Aurora metropolitan area. The city boasts spectacular views of the Front Range spanning from Pikes Peak to Longs Peak. And, if you need to travel locally or abroad, Aurora's proximity to three major highways, light and commuter rail lines, and Denver International Airport makes it not only accessible, but a short commute to the world.

More than 399,913 residents and over 10,000 businesses choose to call Aurora home, making it the third largest city in Colorado and the 51st largest in the United States. The city covers 164 square miles and is located within three counties, Arapahoe, Adams, and Douglas, with 74 square miles of land inside city limits still undeveloped. Aurora's diversity as a majority-minority city, where no one ethnic group is the majority population, is reflected by the many ethnic and independent restaurants and thriving arts scene in the community.

Aurora provides access to quality education, with five school districts and nine campuses of higher learning meeting the instructional needs of residents and those beyond the city limits. Aurora is the only place in Colorado where students can get a Doctor of Medicine degree.

Aurora's climate is mild and dry, offering residents and visitors ample opportunity to get outside, stay fit, and enjoy all that Colorado living has to offer. Aurora has five golf courses, two reservoirs, more than 99 developed parks, and over 8,000 acres of natural areas open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.

GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees, and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council. The City is comprised of approximately 3,482 full-time employees and an FY24 adopted general fund budget of \$506,966,138.

THE ORGANIZATION

It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the City of Aurora, we demonstrate our excellence by modeling the **CORE 4 Values** of: **Integrity, Respect, Professionalism, and Customer Service**, and we welcome all who share these values to apply.



WHY WORK FOR AURORA?

- ◆ Make a difference in the lives of real people every day
- ◆ Diverse Community
- ◆ Competitive total compensation package
- ◆ Well-Funded General Employees Retirement Plan
- ◆ Light rail stations minutes away
- ◆ On-site fitness center and wellness programs
- ◆ Internal educational programs to assist with career advancement
- ◆ Access to innovative workspaces and remote work opportunities

For further information, please visit the city's website at www.auroragov.org

POSITION OVERVIEW

The Aurora City Attorney's Office is legal counsel for the Mayor, City Council and all city agencies, departments and boards and commissions. The office is comprised of two divisions: the Civil Division and the Criminal Justice Division. The Civil division works to prepare ordinances, represent the city in litigation, and provide legal counsel to the Mayor and City Council, Council Appointees and acts as corporate legal counsel to city departments. The Criminal Justice division handles prosecution of violations of municipal ordinances and regulations.

Under the direction of the City Council, the City Attorney serves as the chief legal advisor to the city and will manage a department of 69 FTEs and an approved FY24 operating budget of \$10,451,707.

This City Attorney will serve as parliamentarian for Council meetings and to provide legal opinions and guidance on contemplated actions of City Council, legal ramifications of pending litigation or potential legislation under consideration by the City Council. This role will draft, review, negotiate and update legal documents, including ordinances, resolutions, amendments, agreements, policies, and personnel actions to ensure the City is in compliance with legal requirements. The City Attorney will also be responsible for ensuring that the activities of the city are conducted in accordance with the requirements of Federal, State, and local laws and City Charter and Code and will provide defense for all litigation brought against the city and/or its officers and employees.

It is imperative for candidates to have a thorough knowledge of Colorado and federal law, rules of evidence and procedure, the Aurora Municipal Code, and local court rules to provide an unbiased interpretation of the city charter, ordinances, codes, resolutions, and policies.



Responsibilities & Abilities:

- ◆ Knowledge of the basic principles of law, the ability to conduct legal research, and write briefs.
- ◆ Demonstrates knowledge of human behavior, and ability to effectively counsel, train, interview, and imbue others with an opinion or understanding of a concept.
- ◆ Utilizes knowledge and abilities obtained through law school education and municipal, governmental, or private experience to conduct research, draft legal documents and prosecute cases.
- ◆ Utilizes knowledge of municipal procedures, organizational frameworks, administrative policies, trial procedure, etc., to carry out assigned duties.
- ◆ Knowledge and experience with complex financial transactions and the issuance of government bonds.
- ◆ Experience with large-scale water rights projects including property acquisition, construction, and financing of large-scale critical infrastructure.
- ◆ Experience with annexation, complex financial development/incentive agreements, regulating metro and transportation districts as well as a thorough knowledge of planning and zoning.
- ◆ Experience as a general counsel managing water rights or as a water attorney is required.
- ◆ Civil rights litigation against police and firefighters in the context of excessive force and violation of 1st Amendment protections as well as equal employment claims.
- ◆ Experience dealing with federal, state, and local environmental regulations as well as local oil and gas and PFAS issues.
- ◆ Experience with providing legal advice to police, fire, 911.
- ◆ Charged with prosecuting ordinance violations of law under the city code.

- ◆ Provide defense for all litigation brought against the city and/or its officers and employees.
- ◆ Prosecutes all civil litigation instituted on behalf of the city including the exercise of eminent domain and nuisance actions when necessary.
- ◆ Participates in administrative hearings involving the city.
- ◆ Retains and supervises outside counsel.
- ◆ Represents the city in negotiation of agreements.
- ◆ Responsible for preparation of legal documents including but not limited to, contractual agreements, leases, deeds, public construction documents, concession agreements, resolutions, ordinances, and Charter amendments.
- ◆ Reviews and assist in preparation of bond documents and other city financial documents.
- ◆ Reviews and participates in the establishment and updating of the city's pension plans to be in compliance with IRS regulations.
- ◆ Participates in city/county relations, city/state relations and city/federal relations.
- ◆ Annually prepares and submits a proposed city budget and is then responsible for its administration once adopted.
- ◆ Manages effective working relationships with the city's management team, employees, and elected officials.

CHARACTERISTICS OF THE IDEAL CANDIDATE

The City Attorney shall be a solution-oriented and highly organized legal professional who is well-versed in public law and has the mental horsepower to work in a progressive and forward-thinking environment. It is ideal for candidates to have prior experience with a broad range of legal matters, including land use, land acquisition, laws pertaining to public safety, as well as oil and gas regulatory oversight and compliance at the local government level. The ideal candidate shall be a person of exceptional character who maintains very high ethical standards and possesses exceptional interpersonal skills, balanced by the ability to handle sensitive situations with diplomacy and the utmost confidentiality. Candidates must be able to effectively facilitate discussion to build consensus, the flexibility to adapt to changing priorities, as well the emotional intelligence and leadership presence to not buckle under pressure.

The **City Attorney** shall have these additional core competencies:

- ◆ **Legal Acumen** – Has expertise in procedures and constitutional law as they relate to the Colorado Revised Statutes, as pertinent to city government, Rules of Evidence, the Aurora Municipal Code, local court rules and Colorado Municipal Court Rules of Procedure.
- ◆ **Politically Astute** – Successfully communicates and collaborates with Mayor, City Council, City leadership, and Department staff; strives to build consensus amongst leadership and ensures fairness and consistency in responsiveness and engagement; maintains positive, productive partnerships with staff, elected officials, other local, regional, and state leaders, and agencies.
- ◆ **Communication Skills** – Listens attentively to understand the needs, intentions, and values of others; has an outstanding written and verbal communication, analytical, negotiation, and presentation skills; handles sensitive situations with tact, diplomacy, and a calm demeanor.
- ◆ **Talent Management** – Manages and provides leadership and guidance to department staff; demonstrates the ability to align employee strengths and positions to create a high-performing team; provides professional development and opportunities for continued growth and experience to build a talent pipeline for succession planning.

MINIMUM QUALIFICATIONS

- ◆ A Juris Doctorate from an accredited law school.
- ◆ At least 10 years progressively responsible municipal law experience. Experience in providing advice to a City Council or similar local governing body, the local government manager, local government appointees, department heads and independent boards and commissions of a local government.
- ◆ 3 years of supervisory experience.
- ◆ Candidates must be licensed to practice law in the state of Colorado and be in good standing or be eligible to and obtain such license within one year of employment through admission by motion AND be eligible to practice law in Colorado pending such admission at time of employment.

An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered.

COMPENSATION AND BENEFITS

The hiring range for this position is **\$192,995 - \$241,243**.

The salary range for this position is **\$192,995 - \$241,243 - \$301,554**.

The starting salary will be commensurate with the qualifications and experience of the selected candidate. ***This position is eligible for a flexible/hybrid work schedule, but candidates must reside in proximity to the Greater Aurora/Denver Metro Area.*** The City also offers an attractive benefit package. To learn more, go to: https://www.auroragov.org/city_hall/working_for_the_city/benefits_retirement



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, June 14, 2024**. Please submit your materials to: <https://www.cpsr.us/recruitment/2349>.

For additional information about this position please contact:



KYLIE WILSON
Principal Consultant
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Website: www.cpsr.us

Candidates deemed to have the most relevant and strongest backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the City. An appointment is anticipated upon the completion of comprehensive reference and background checks.