



NORTH
TEXAS
MUNICIPAL
WATER
DISTRICT

GENERAL COUNSEL





■ DISTRICT OVERVIEW ■

The North Texas Municipal Water District (NTMWD) is a regional, wholesale provider of essential services in one of the country's fastest-growing areas. Created in 1951 as a special district, today, NTMWD is a regional wholesale provider of water, wastewater, and solid waste disposal services with a service territory covering 2,200 square miles. NTMWD serves more than 2 million people in up to 80 communities with drinking water, 1.4 million people with wastewater collection and treatment, and 930,000 people with waste management services. It has an annual operations budget of over \$670 million and employs nearly 900 hard-working professionals.

Aimed at reducing costs, streamlining service delivery, and ensuring sufficient supplies were available for their growing population through regional partnerships, NTMWD was formed more than 70 years ago by community leaders from the original Member Cities of Farmersville, Forney, Garland, McKinney, Mesquite, Princeton, Plano, Rockwall, Royse City, and Wylie. This group of visionaries came together out of concern for the dwindling groundwater supplies needed to support the then-growing population of 32,000. The cities of Richardson, Allen, and Frisco joined later as Member Cities. In response to requests from the cities and communities served by NTMWD, wholesale wastewater and solid waste disposal services were added to its overall operations.

Today, the District's Board of Directors and Staff remain dedicated to building, maintaining, protecting, storing, and conserving regional water supplies; treating and delivering safe drinking water; transforming wastewater into clean water; properly managing solid waste; and planning for future regional service needs.

■ GOVERNANCE & ORGANIZATION ■

NTMWD is governed by a board of directors appointed by each of the 13 member cities, who work diligently to ensure the vitality and success of the region by ensuring the cities have the essential services they need to thrive. Cities with populations of more than 5,000 appoint two members to the board in staggered, two-year terms, while those with less than 5,000 appoint one member.

All leaders in their communities, District board members have historically provided an array of professional experience in banking, law, engineering, construction, science, education, real estate, and civic leadership. Executive Director and General Manager Jenna Covington, P.E., oversees the daily operations for NTMWD. A visionary leader with a passion for the water industry and a proven ability to work collaboratively to develop and implement strategies to address complex issues, she is responsible for leading all aspects of the District's operations, management, planning, and services.

To learn more about the District, visit: <https://www.ntmwd.com/>

■ LIVING IN NORTH TEXAS ■

NTMWD is headquartered in Wylie, Texas, and its service area encompasses a large portion of the eastern side of the world-renowned Dallas-Fort Worth Metroplex. According to the North Texas Commission, residents have their choice of 150 communities across the 13-county region and enjoy a median home sales price of about \$247,000, the seventh most affordable among America's top 20 metro areas.

The largest metropolitan area in the southern United States and fourth-largest economy by GDP in the country, the North Texas region truly has something for everyone encompassing more than 2,000 public parks, 1,000 miles of off-street trails, 60 lakes and reservoirs, two world-class zoos, and more than 180 public and private golf courses.

The region is also home to 33 colleges and universities, the world's fourth-busiest airport, 124 museums, 15 professional sports and e-sports teams, and more than 100 local breweries and wineries. Between its permanent attractions and some 6,000 annual art and cultural events, it's no surprise that North Texas attracts more than 2,500 new residents per week and nearly 49 million visitors each year.



■ POSITION OVERVIEW ■

The General Counsel is a brand-new position for NTMWD and will report to the Executive Director with the district. This is a great opportunity for a new leader to join a collaborative team that is deeply committed to the mission and vision of NTMWD and leads with purpose and integrity. This role is essential in coordinating confidential and complex legal services for the district, providing direct legal support and guidance to the Executive Director, Board of Directors, and Department leaders, as well as developing legal strategies and positions for NTMWD on legal matters. This position will also be responsible for managing outside counsel that provides legal services to the district including employment, financial, environmental regulations, construction, water rights and real estate/transactional services.

The General Counsel will attend all Board of Directors meetings and committee meetings and serve as parliamentarian to provide legal opinions and advice on contemplated actions of Board, legal ramifications of pending litigation and potential legislation under consideration by the Board. This position also negotiates, drafts, reviews, and provides legal advice on a variety of contracts, agreements, personnel issues, along with other policies and legal matters to ensure NTMWD is in compliance with legal requirements. Strong knowledge of Texas Open Meetings Act and Texas Public Information Act requirements and other laws applicable to Texas local governments is imperative in this role.

■ CHARACTERISTICS OF THE IDEAL CANDIDATE ■

The General Counsel 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 water districts or other public entities, and experience managing outside counsels' legal services on a range of legal matters, including employment, litigation, and regulatory compliance. The ideal candidate must have the foresight to respond to NTMWD's challenges both strategically and tactically, anticipate issues of concern, thoroughly research and analyze problems, evaluate risks, as well as have the ability to ascertain information quickly to develop sound conclusions and recommendations. Candidates should also possess exceptional interpersonal skills, balanced by the ability to handle sensitive situations with diplomacy and the utmost confidentiality, as well as possess the emotional intelligence to not buckle under pressure.

The ideal candidate for **General Counsel** shall also have the following core competencies:

Legal Acumen – Has expertise in procedures and constitutional law as they relate to Texas Open Meetings Act and Texas Public Information Act requirements and other laws applicable to Texas local governments, as well as expertise in procurement, contracts, and Texas Local Government Codes.

Politically Astute – Successfully communicates and collaborates with NTMWD leadership, and Board of Directors; strives to build consensus amongst leadership and ensures fairness and consistency in responsiveness and engagement; maintains positive, productive partnerships with staff, Board, councils 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.

Strategic Thinking & Foresight – Has the patience and perseverance to foster and implement the mission, vision and direction of NTMWD; seeks “best practices” and trends for continued growth and relevance; develops short and long-range achievable goals and works strategically to achieve them; makes informed and sound decisions; adapts to ongoing challenges and capable of pivoting and re-directing when necessary; provides direction by clearly and effectively setting courses of action; is a talented problem solver.

■ MINIMUM QUALIFICATIONS ■

- Doctor of Jurisprudence from an accredited law school
- Licensed to practice law in the State of Texas
- 5 years of experience in Texas local government law strongly preferred
- Experience in managing a team and/or managing outside counsel preferred
- Must possess and maintain a valid Texas Driver’s License, or the ability to do so.

■ COMPENSATION & BENEFITS ■

The salary will be commensurate on the qualifications and experience of the successful candidate. The District also offers an attractive benefit package.

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE ■

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references by **Monday, January 23, 2023**. The resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://www.cpsshr.us/recruitment/2136>.

For additional information about this position please contact:

KYLIE WILSON

kwilson@cpsshr.us ■ www.cpsshr.us

CPS HR  CONSULTING



Candidates deemed to have the most relevant 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. An appointment is anticipated upon the completion of comprehensive reference and background checks.