



CITY OF AURORA, COLORADO

Chief Deputy 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 Space 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 404,200 residents choose to call Aurora home, and over 24,000 businesses are licensed in Aurora 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 and one in five residents is foreign-born, which is also reflected in 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 life has to offer. Aurora has five golf courses, two reservoirs, nearly 100 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 composed of approximately 3,563 full-time employees and an FY26 general fund budget of \$541,338,681.

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 Chief Deputy City Attorney serves as the City Attorney's right-hand person and the operational leader of the City Attorney's Office - Civil Division. This position is responsible for the day-to-day management, strategic direction, and operational excellence, and ensuring the consistent delivery of high-quality legal services to the City leadership and departments.

Acting as the City Attorney's right hand, the Chief Deputy City Attorney oversees attorney and administrative staff, manages performance and discipline, leads cultural and operational change initiatives, and ensures collaboration across legal practice areas. The role also serves as a primary backup to the City Attorney, including representing the office at City Council meetings and engaging directly with City Council when the City Attorney is unavailable. The Chief Deputy City Attorney will oversee the Civil Division, which is comprised of 34 FTEs and an FY26 operating budget of \$6,417,761.

The position has direct oversight of the City's in-house litigation team, consisting of eight litigators who handle approximately 90% of all City lawsuits internally. The Chief Deputy City Attorney plays a critical role in risk evaluation, litigation strategy, and high-profile or sensitive legal matters.

*Essential Duties and Responsibilities for the **Chief Deputy City Attorney:***

Leadership and Operations

- ◆ Serve as the operational leader of the City Attorney's Office, ensuring effective workflow management, collaboration, and accountability across all legal teams.
- ◆ Act as a Leader of Change by proactively supporting and implementing the City Attorney's culture change strategy within the department.
- ◆ Continuously challenge the status quo of how legal services are delivered and, in partnership with the team, develop innovative solutions to improve productivity, efficiency, and client satisfaction.
- ◆ Keep the City Attorney informed and appropriately involved in critical legal issues, operational decisions, and matters affecting the City.

Strategic Advisory Role

- ◆ Serve as a strategic advisor to the City Attorney on legal, operational, and policy matters.
- ◆ Evaluate legal and organizational risk and provide strategic counsel on high-profile or sensitive issues, including litigation, contracts, ordinances, personnel matters, and policy decisions.



- ◆ Possess the ability to fully assume the City Attorney's role and responsibilities, including supervision of the office and interaction with City Council, when the City Attorney is unavailable.

Supervision and People Management

- ◆ Provide direct and indirect supervision of the Deputy City Attorneys, Litigators, Paralegals and Administrative staff.
- ◆ Lead, mentor, and develop direct reports by providing regular coaching and feedback on performance and work product, including ordinances, resolutions, contracts, and legal opinions.
- ◆ Set clear objectives and action plans for direct reports and establish accountability through regular performance review meetings.
- ◆ Address employee performance deficiencies with a high sense of urgency to drive results and maintain professional standards.
- ◆ Implement disciplinary actions as necessary, in accordance with City policies and applicable laws.
- ◆ Foster teamwork through regular meetings, sharing of best practices, peer coaching, and collaborative problem-solving on legal issues impacting client departments.

Litigation Oversight

- ◆ Oversee the City's in-house litigation function, including direct supervision of the litigation team.

- ◆ Review, assign, and manage complex legal matters to ensure equitable workload distribution, alignment with attorney expertise, and adherence to departmental priorities.
- ◆ Provide strategic oversight and guidance on litigation strategy, case management, settlement considerations, and risk exposure.

Legal Practice

- ◆ Perform duties as an Assistant City Attorney by providing legal services and advice to assigned client groups, which may include:
 - Litigation and dispute resolution
 - Preparation and review of legal documents and opinions
 - Drafting and review of ordinances, resolutions, and contracts
 - General legal advice and review of departmental policies and procedures

Policy, Training, and Professional Excellence

- ◆ Oversee the development, implementation, and periodic review of departmental policies, procedures, and training programs to ensure legal compliance, consistency, and professional excellence.
- ◆ Lead and mentor supervising attorneys and administrative supervisors to build leadership capacity and promote a culture of accountability, inclusion, and continuous professional development.



■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal Chief Deputy City Attorney is a seasoned municipal legal professional with significant experience serving a city, county, or special district and a proven ability to lead within the complex legal, operational, and political environment of local government. This individual is a highly organized, solution oriented attorney with deep knowledge of municipal, civil, administrative, and constitutional law, and the intellectual capacity to manage complex legal issues while overseeing the day to day operations of a public law office.

It is essential that the ideal candidate is well versed in public law and demonstrates strong command of the Colorado Revised Statutes as they relate to city government, the Aurora Municipal Code, Rules of Evidence, local court rules, and Colorado Municipal Court Rules of Procedure. They will bring broad experience across litigation, ordinance enforcement, contracts, personnel and labor law, administrative compliance, and policy development, as well as a working knowledge of parliamentary procedure and municipal governance structures. This individual effectively applies legal principles to real world government operations and provides clear, strategic legal counsel under pressure.

Politically astute and professionally neutral, the ideal candidate understands how to navigate relationships with elected officials while maintaining objectivity and avoiding personal or political bias. They communicate effectively with the City leadership, and staff, demonstrating the ability to facilitate discussion, manage sensitive issues, and build consensus in politically complex settings. Their approach is

collaborative, fair, and consistent, fostering trust and credibility across the organization.

A person of exceptional character, the ideal Chief Deputy City Attorney upholds the highest ethical standards and exercises sound legal and managerial judgment at all times. They handle confidential and sensitive matters with discretion, diplomacy, and composure, and possess the emotional intelligence and leadership presence necessary to remain steady and decisive under pressure and in high stakes situations.

As an operational and people leader, the ideal candidate has demonstrated success managing attorneys and professional staff, including in house litigators, and overseeing departmental operations, budgets, and performance management. They are skilled in talent development, coaching, and succession planning, aligning employee strengths with organizational needs to build a collaborative, high performing legal team. They set clear expectations, hold staff accountable, and address performance deficiencies or discipline matters promptly and fairly.

Ultimately, the ideal Chief Deputy City Attorney is a trusted partner to the City Attorney, capable of executing policies, leading organizational change, and stepping seamlessly into the City Attorney's role when necessary. With strong interpersonal skills, sound judgment, and deep municipal expertise, this individual advances the City's legal interests while promoting equity, transparency, and excellence in public service delivery.

■ 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 as an attorney and counselor at law in Colorado by the Colorado Office of Attorney Regulation Counsel at time of employment, as well as a member, in good standing, of the Colorado Bar Association.
- ◆ 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 **\$175,443 - \$246,717**.

The salary range for this position is **\$175,443 - \$219,304 - \$274,131**.

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 offers an attractive benefit package.

To learn more, go to: https://www.auroragov.org/city_hall/working_for_the_city/benefits___retirement



■ APPLICATION PROCESS

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, May 15, 2026**. Please submit your materials to: <https://www.cpshr.us/recruitment/2604>.

For additional information about this position please contact:

CPS HR CONSULTING
Your Trusted HR Advisor For 40 Years

KYLIE WILSON

Principal Consultant

CPS HR Consulting

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Website: www.cpshr.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.