The City of Fort Collins, Colorado Invites Qualified Candidates to Apply for

ASSISTANT CITY ATTORNEY

The Opportunity
Come put your legal skills to work for a growing and innovative municipal government, serving one of the best communities in Colorado to live and work. Assistant City Attorneys each work with multiple departments across the City organization in a variety of subject matter areas. For this position, past experience and interest in land use, planning, zoning and development regulation; affordable housing; real estate; business law, purchasing and contracting; civil rights and equal protection law; or technology and communications law may be helpful.

The City Attorney’s Office
The Fort Collins City Attorney’s Office advises the City Council and all employees of the City in matters related to their official powers and duties. The City Attorney reports directly to the City Council, and she and her staff represent the City in all legal proceedings, prepare contracts, ordinances, resolutions, and other legal documents, identify legal issues raised by City policies and practices, and recommend actions to address such issues, attend Council meetings and meetings of City boards and commissions, and perform all other services as required by the Charter, ordinances, or the City Council. The mission of the City Attorney’s Office is to provide excellent legal services that reflect the values and achieve the goals of the City, including the City’s commitment to equity and inclusion. The City Attorney’s Office is growing and developing, continually working toward operational excellence, creativity, and innovation. Leadership opportunities will be available in the future for attorneys who demonstrate acuity and continue to build their knowledge and skills.
The Community
Incorporated in 1873, Fort Collins is nestled against the foothills of the Rocky Mountains alongside the banks of the Cache La Poudre River. At 5,000 feet in elevation, residents enjoy a moderate, four season climate, with an average of 300 days of sunshine per year. With 174,800 residents, Fort Collins is Colorado’s fourth largest city and spans 57 square miles. At full build-out, the City of Fort Collins is expected to reach 255,000 residents.

From its early days as the military fort of Camp Collins, Fort Collins has transformed into a vibrant, healthy, university city with ample attractions and amenities. There are abundant outdoor recreation opportunities available to the many residents who enjoy healthy lifestyles. The nearby Horsetooth Reservoir is a key attraction, as is the Scenic Byway Poudre Canyon. Within the city, the Downtown district provides many venues for live music, shopping, dining, and nightlife. Fort Collins is renowned for its craft beer culture and is widely considered the Craft Beer Capital of Colorado.

Fort Collins is home to Colorado State University. With a student enrollment of 34,000, the University significantly affects the composition and culture of Fort Collins. More than half of Fort Collins’ residents are college graduates and the city has a strong appreciation for arts, culture, and entertainment. Residents are educated and engaged in their local government. Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.
The Organization
The City of Fort Collins is a home rule city with a Council-Manager form of government. The City Council is comprised of six District Councilmembers who are elected for four-year terms and a Mayor who is elected at-large for a two-year term. All elected officials are non-partisan. The City Council appoints the City Manager, City Attorney, and the Chief Judge. The City Manager has overall responsibility for all other City employees. The City of Fort Collins directly provides a full slate of municipal services including operating its own electric, water, wastewater, and stormwater utilities. The City of Fort Collins, at the direction of City Council and voters, is moving forward with building and implementing high-speed next-generation broadband to the entire community with an expected completion in 2021. Fire protection is provided by the Poudre Fire Authority (PFA). The City of Fort Collins operates with a biennial budget and provides funding for municipal operations, including approximately 2,500 employees.

The City of Fort Collins aspires to provide world-class services to the community while cultivating an outstanding organizational culture for its employees. In order to achieve its vision, both internal and external services are data-informed and implemented according to organizational values. The City develops resiliency and sustainability through organization-wide systems and processes that ensure consistent employee work practices and alignment across service areas. The City places a high value on public input and strives to include community members as fellow problem solvers whenever possible. Residents can expect to receive exceptional service, have the opportunity to engage with decision-makers, provide input regarding the allocation of City resources, and have access to government information in a timely and transparent manner.
Various national organizations and magazines recognize Fort Collins as **one of the best places to live in the nation.**

- No. 1 Best Place to Live: Livability - Oct 2020
- Top 30 Creative Small Cities: CVSuite - May 2020
- No. 18 Safest Cities in America: SafeWise - Apr 2020
- No. 9 Most Fitness Friendly Places: SmartAsset - Dec 2019
- No. 7 Safest Driving Cities: Allstate - June 2019
- No. 4 Best U.S. Cities to Raise a Family: MarketWatch – Apr 2019
- No. 9 Best Performing Cities: Milken Institute – Jan 2019
- No. 3 U.S. Cities with Highest Economic Confidence: Yahoo – Nov 2018
- No. 2 Brain Concentration Index: Bloomberg – Nov 2018
- 18th Best City for Career Opportunities: SmartAsset – Sep 2017
- 3rd Best College Town to Live in Forever: College Ranker – Jul 2017
- No. 1 Stable and Growing Housing Market: Realtor.com – Jun 2017
- 11th Happiest City in America: Yahoo! Finance – Mar 2017
- No. 9 Top 150 Cities for Millennials Report: Millennial Personal Finance – Feb 2017
The Opportunity
This position may be hired as either an Assistant City Attorney I or Assistant City Attorney II depending on relevant experience. The work is typically in a team office environment with opportunities for some remote work. During the COVID-19 pandemic the work will be almost entirely remote.

Annual Salary Range
Hiring Starting Salary target:
Attorney I: $71,739 - $96,000 
(full range $71,739 - $119,565)
Attorney II: $82,500 - $115,000 
(full range $82,500 - $137,500)

Essential Duties and Responsibilities
• Works within the office of the City Attorney.
• Conducts legal research and provides legal advice and opinions.
• Interprets laws, rulings, and regulations.
• Advises City Council, City departments and officials, and various City boards and commissions.
• Prepares contracts, ordinances, resolutions, and other legal documents.
• Reviews City contracts and other legal documents for legal sufficiency and potential legal implications.
• May administer or manage projects in the City Attorney’s Office by assignment.
• Identifies potential and actual legal issues raised by City policies and practices and recommends actions to address such issues.
• Represents the City in negotiations and in administrative and court proceedings.
• Is supportive of the City and City Attorney’s commitment to equity and inclusion.

City Competencies
• Demonstrated cultural competence to effectively interact, work, and develop meaningful relationships with people of diverse identities,
perspectives and cultural backgrounds.

- Strong learning orientation. Leverages all resources and is creative in ways of learning for self to continue adapting to changing issues and trends.

- A desire and ability to understand the diverse needs of internal and external customers, and to create experiences and deliver services that exceed their expectations.

- A desire and ability to utilize digital tools for organizational information, individual, and teamwork.

### Required Knowledge Skills and Abilities

- General Knowledge of the law.
- Specific knowledge of municipal law.
- Demonstrate A+ research, writing and proofreading skills, producing memos, agreements, legal opinions, ordinances, code language and other materials that are logical, concise, accurate, easy to follow for clients without legal training, and free of spelling, grammar, and punctuation errors.
- Interest in innovating and improving processes, and able to participate effectively in team problem solving.
- Strong analytical skills.
- Leadership skills.
- Able to coordinate and facilitate projects.
- Skilled in building and maintaining strong working relationships with numerous diverse clients who have a broad range of experiences, personalities, communication styles, educational backgrounds and areas of expertise. This includes listening to understand their needs and objectives and adjusting your style and approach to best connect with each and help accomplish their goals.
- Able to communicate to diverse audiences clearly and concisely, both orally and in writing, and be an effective public speaker.
- Able to use word processing, collaboration, time tracking and presentation software, and do on-line research.
- Able to perform duties effectively with minimal supervision and assistance.
• Able to develop and present trainings for City staff, boards and commissions that are understandable, relatable and will hold listeners’ attention even if the subject matter seems dry.
• Collaborate with others in the office, teach and learn from others, and help develop capacity in the office for long term success.
• Have a willingness to grow and learn, take on new tasks and challenges, and stay calm and productive under pressure.
• Have a system for tracking tasks and status of projects and staying on top of a busy email inbox.
• Manage your time and energy efficiently and effectively and be able to adjust quickly and shift priorities if one or more urgent matters require immediate attention.
• Inspire clients to have trust and confidence in your work and to value their partnership with the City Attorney’s Office.

Education, Licensing and Experience
• Juris Doctor from an accredited law school is required.
• Applicants must be licensed to practice law in Colorado or qualified for admission On Motion in Colorado.
• 1-2 years experience as a practicing attorney for an Attorney I position, 5 years experience for an Attorney II position, with an emphasis on civil law.
• This position requires a criminal background check.

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 position.

While performing the duties of this position, the employee is regularly required to sit, climb or balance, and talk and hear. The employee is occasionally required to stand, walk and/or use hands to finger, handle or feel. The employee must occasionally lift and/or move up to ten pounds.

Questions
Mary Donaldson
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The City of Fort Collins is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a criminal history/credit/driver’s license check prior to the interview. Under the Colorado Open Records Act, information from your application or resume may be subject to public disclosure.