



JOB DESCRIPTION

ASSOCIATE GENERAL COUNSEL

FLSA STATUS: Exempt

REPORTS TO: General Counsel

WORK LOCATION: Temporarily located in Seguin, Texas

Location will permanently transition to New Braunfels, Texas in 2019

EFFECTIVE DATE: 04/2018

SUMMARY

This position serves as in-house counsel under the direct supervision of the General Counsel. Work involves reviewing and preparing legal documents for office practice and litigation, researching and interpreting laws, advising GBRA management and staff on legal matters as assigned, participating in administrative and court proceedings as assigned. This position may require some supervision of support staff and participation in performance evaluations for support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting with GBRA's interactions and negotiations with state and federal officials, private entities, and customer representatives concerning GBRA's water resources and utility operations as assigned.
- Reviewing documents and advising GBRA management and staff on matters relating to Public Information Act requests.
- Representing GBRA in administrative and court proceedings as assigned.
- Advising GBRA management and staff on issues relating to Open Meetings and Public Information.
- Reviewing, drafting, commenting on, and revising water rights agreements, water and/or sewer service contracts, general services contracts, and other legal documents relating to GBRA operations.
- Reviewing and being familiar with statutes, court opinions, regulations and other laws affecting GBRA operations and administration.
- Researching and reviewing applicable law and advising GBRA board members, management, and staff on legal issues as assigned.
- Keep General Counsel and other supervisory personnel apprised of, and up-to-date on, all work-related assignments.
- Perform other work as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- Must demonstrate a general knowledge of legal principles, practices, and proceedings.
- Must demonstrate strong organizational skills.
- Must demonstrate interpersonal and communication skills sufficient to maintain working relations with GBRA management, staff, existing potential customers of GBRA and community representatives.
- Must demonstrate a willingness and ability to take direction and conform to GBRA policy and practices, but also demonstrate ability as a self-starter, self-organized, person who demonstrates maturity of judgment and discretion.
- Must demonstrate excellent written and verbal communication skills.
- Must demonstrate skill interpreting applicable federal and state laws; skill in organizing material into manageable form; skill in applying data collected to resolve problems; skill in formulating recommendations, proposals and counter proposals; skill in preparing and presenting effective written and oral reports and recommendations.
- Familiarity with law and practice relating any of the following subjects:
 - *Texas surface water and groundwater rights.
 - *Texas regulation of surface water and groundwater use.
 - *Safe drinking water regulations, including applicable Texas laws
 - *Water Quality/Wastewater regulations, including applicable Texas laws.
 - *Texas Regulation of water and sewer utilities (CCNs, rates).
 - *Texas Civil Trial Practice (including civil procedure, civil evidence, and appellate procedure).
 - *Texas Administrative Procedure and Administrative Law.
 - *The Texas Public Information Act.
 - *The Texas Open Meetings Act.
 - *Requirements for procurement of goods and services by Texas Local Governmental Entities.
 - *Construction Law
 - *Employment and Human Resources Law and related procedure.

EDUCATION/CERTIFICATIONS

A juris doctor or equivalent degree from an accredited law school.

Registrations and Licenses:

Valid Texas Driver's License with acceptable MVR.

A valid and current license to practice law in Texas before Texas Courts.

Must be in good standing with the Texas State Bar and current with Texas Continuing Legal Education Requirements. Must keep current during term of employment.

EXPERIENCE

At least three years' experience as a practicing attorney.

MANAGERIAL RESPONSIBILITIES

No

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.