



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.



Top 10 Best Performing Cities

Milken Institute, January 2019



Platinum Bicycle Friendly Community

*League of American Bicyclists
2017*

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.



Malcolm Baldrige
National Quality
Award Recipient
2017

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
- 25 Best Towns Ever: Where to Live Now: Outside Magazine - Jun 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
- No. 2 Best Cities for Small Business Owners: ValuePenguin - 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

City Attorney's Office

mdonaldson@fcgov.com

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.

APPLY NOW



ASSISTANT CITY ATTORNEY BENEFITS

MEDICAL INSURANCE

UMR (A UNITED HEALTHCARE COMPANY)

PPO Tier 1/Tier 2: SelectColorado/Select Networks

- Effective: First day of the month following hire date
- Deductible (Tier 1): \$350 Individual / \$700 Family
- Out of Pocket Max (Tier 1): \$5,000 Individual / \$10,000 Family
- Copay (Tier 1): \$0 Primary Care / \$40 Specialty
- Coinsurance (Tier 1): 80% Insurance / 20% You

High Deductible Health Plan (HDHP) with Health Savings Account (HSA)

- Employer contribution HSA
- Effective: First day of the month following hire date
- Deductible (In-Network): \$3,000 Individual / \$6,000 Family
- Out of Pocket Max: \$4,000 Individual / \$8,000 Family (In-Network)
- Coinsurance: 90% Insurance / 10% You (In-Network)

HEALTH CLINIC CITYCARE

CityCare, managed by Marathon Health, is our onsite healthcare clinic providing services to employees and family members covered under the City's health plan. Staffed with a Physician Assistant and health coach, they treat a variety of common illnesses and injuries. A full range of prevention, health coaching, and assessments are provided in addition to sick care. There is no cost to use CityCare under the PPO Plan. For the HDHP, prevention is free, non-prevention \$45.

LIFESTYLE MANAGEMENT

As part of the City's commitment to offering benefit coverage, which helps prevent injuries and illness, the following preventative services are available to employees and family members covered under the City's health plan;

Preventative Services Covered:

- Registered Dieticians
- Therapeutic Massage Therapy
- Acupuncture
- Biofeedback

These services are only a \$20 copay, with a \$500 maximum allowable benefit per service, per member, per year.

Under HDHP:

- No copay
- Pay total amount which applies towards deductible and out-of-pocket

DENTAL INSURANCE

DELTA DENTAL

Effective: First day of the month following hire date
Prevention First: Diagnostic and preventative do not count against the annual maximum

- Deductible: \$50 Individual / \$100 Family
- Max Benefit: \$1,500 annually
- Basic Dental: Plan pays 80%, after deductible (In-Network)
- Major Dental: Plan pays 50%, after deductible (In-Network)
- Orthodontia: Plan pays 50%, after deductible (In-Network), Lifetime Max \$1,500

VISION INSURANCE

VSP (VISION SERVICE PLAN)

- Effective: First day of the month following hire date
- Examination: Every 12 months, \$15 Copay
- Lenses or Contacts: Every 12 months, Contact allowance up to \$185
- Frames: Every 24 months, Frame allowance \$185-\$205

FLEXIBLE SPENDING ACCOUNTS (FSA)

24HOURFLEX

FSA accounts allow you to set aside pre-tax funds to pay for eligible health and/or dependent care expenses before your federal and Social Security taxes are calculated.

- Health Care: employees may contribute up to \$2,750 per calendar year
- Dependent Care: employees may contribute up to \$5,000 per calendar year
- Carryover Provision: allows up to \$550 unused medical FSA contributions into the following year



BASIC LIFE INSURANCE AND AD&D VOYA

1x Annual Salary, up to \$250,000

(employer-paid)

LIFE INSURANCE

VOYA (SUPPLEMENTAL)

- Employee: 1x, 2x, 3x Annual Salary up to \$500,000 (Guaranteed Issue \$100K)
- Spouse: \$10K, \$25K, \$50K, \$75K or \$100K (Guaranteed Issue \$10K)
- Dependent: \$5,000 or \$10,000

ANTHEM (VOLUNTARY)

- Employee: \$10,000 increments up to \$300,000 (Guaranteed Issue \$30K)
- Spouse: \$10,000 increments up to \$300,000 (Guaranteed Issue \$10K)
- Dependent: \$5,000

PERSONALIZED BENEFITS

AFLAC

In the event of an accident or covered critical illness, these plans pay cash benefits directly to you, providing you the flexibility to help pay bills related to treatment or help with everyday living expenses.

Accident Plan

- Employee Only
- Employee + Spouse
- Employee+ Children
- Employee + Family

Critical Illness Plan

- Employee: \$10K, \$20K, or \$30K
- Spouse: \$10K, \$20K, or \$30K

**Rates based on age and tobacco vs. non-tobacco status*

Features:

- Coverage is available for you, your spouse, and dependent children
- Fast claims payment. Most claims are processed in about 4 business days
- Coverage begins the first of the month following 30 days from the date of hire.

RETIREMENT

NATIONWIDE

401(a) Defined Contribution Plan

- Mandatory participation, eligible on the date of hire
- 6% employee contribution, 6.5% City contribution

457 Deferred Compensation Plan

- Voluntary participation, eligible on the date of hire

OTHER BENEFITS

- Award-Winning Wellness Program
- Employee Assistance Programs
- Back-up Child and Adult Care and Referral Services

VACATION

Vacation time is accrued bi-weekly each pay period in accordance with the schedule below:

| | |
|-------------|--------------------------------|
| 0-12 years | 6.15 hours or 20 days per year |
| 13-14 years | 6.46 hours or 21 days per year |
| 15-16 years | 6.77 hours or 22 days per year |
| 17-20 years | 7.38 hours or 24 days per year |
| 20+ years | 7.69 hours or 25 days per year |

**Accrual for part-time employees is pro-rated based on FTE.*

In addition to the vacation schedule above, Unclassified Management employees receive a lump sum of 40 hours of vacation time at the beginning of each Leave Benefit Year. For new employees, this lump sum is prorated based on the hire date.

Employees in these positions are subject to the maximum carryover of 480 hours. All vacation time in excess of this amount is forfeited after the end of the Leave Benefit year unless an extension is authorized by the City Manager.

HOLIDAYS

9 designated holidays, a total of 72 hours per year (pro-rated for part-time employees)

Designated Holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

All designated holiday time not used will be forfeited at the end of the Leave Benefit Year.



SICK LEAVE

Full-time eligible employees receive 120 hours of sick leave at the beginning of each year for use in that Leave Benefit Year. This amount is pro-rated for part-time employees and is pro-rated for those employees starting employment after January 1 of the current Leave Benefit Year.

Unused sick leave will not be carried over to the following Leave Benefit Year.

SHORT TERM DISABILITY VOYA

Employer-paid Short Term Disability (STD) provides eligible employees with up to 90 days of leave time (per illness/injury) for certain short term disabilities arising from non-occupational illnesses or injuries.

LONG TERM DISABILITY VOYA

Employer-paid Long Term Disability (LTD) provides eligible employees with 66.67% of their monthly base salary for a period of time determined by your age and disability. Employees must complete a 90 calendar day elimination period per incident and have a 20% loss of income before LTD pay begins.