



***JOB DESCRIPTION***

Job Title	<u><b>General Counsel</b></u>		
Supervisor's Title	<u>RFTA Board of Directors</u>		
Department	<u>N/A</u>	Grade	<u>TBD</u>
		Date Prepared	<u>11/24/07</u>
FLSA Status	<u>Exempt</u>	Date Revised	<u>2/16/10</u>

**POSITION PURPOSE** | Provides legal advice to and representation for the Roaring Fork Transportation Authority's (RFTA's) Board of Directors and Management Team as regards diverse legal matters and transactions to ensure RFTA's compliance with legal and regulatory requirements. Supports RFTA's strategic business plan and identifies potential legal issues/concerns related to the operation of a state and federally regulated public transportation system. Prepares, reviews, negotiates, and/or assists in the negotiation of contracts, service agreements, and intergovernmental agreements (including licensing, confidential disclosure and joint development agreements). Provides legal support/advice to the Board and to the Management Team in the areas of employment law and dispute resolution. Maintains the lead responsibility at RFTA for litigation, disputes management, and the settlement of potential litigation.

- ESSENTIAL DUTIES**
1. Provides timely legal opinions on documents and contemplated actions of the Board and the CEO, including, but not limited to:
    - a. Any legal action or document of the CEO submitted for preparation or opinion,
    - b. Legal ramifications of pending litigation,
    - c. Legal processes of the Board,
    - d. Any action or document of the Board or duly appointed Board Committee, and
    - e. When requested or when appropriate, alternate language or action to achieve Board or CEO intentions in a lawful manner.
  2. Provides advice regarding avoidance of litigation or settlement of potential litigation including, but not limited to:
    - a. Timely provision of information regarding potential litigation,
    - b. Settlement of otherwise unavoidable litigation without undue loss of future options,
    - c. Negotiations for settlement, and
    - d. Diligent and competent representation of RFTA in litigation.
  3. May assume responsibilities for, among other duties, one or more areas of legal specialization, such as, but not necessarily limited to: real estate, construction, intergovernmental agreements, contracts, commercial litigation, personal injury litigation, employment, labor, and workers' compensation.
  4. Supervises and coordinates the activities of outside legal counsel retained by RFTA for one or more specialized types of litigation.

5. Conducts one's self in a professional manner while serving as a representative of RFTA in diverse environments and situations both within and outside of the RFTA organization.
6. Achieves positive results while performing his/her job duties effectively in a diverse work environment.
7. Drafts and reviews contracts, governmental agreements, pleadings, briefs, legal memoranda, letters and other legal documents.
8. Depending on areas of assigned legal specialization, may handle claims by or against RFTA, including general civil litigation, contract claims, property damage, and personal injury.
9. Depending on areas of assigned legal specialization, may negotiate and prepare documents for joint development of transportation projects with local jurisdictions and with private developers.
10. Provides legal support and advice to all RFTA departments.
11. Maintains familiarity with general legal areas and topics, such as torts, contracts, ethics, governmental immunity, and labor arbitration.
12. Advises the CEO and other members of the RFTA Management Team of legal developments and trends, including changes in the law, administrative decisions and judicial decisions.
13. Conducts computerized and non-computerized legal research.
14. Conducts oral advocacy, negotiation, and meetings on behalf of RFTA in connection with legal matters and issues assigned by the CEO.
15. Prepares drafts and final versions of written work products.
16. Ensures all matters, legal or otherwise, directly or indirectly related to the work and mission of the RFTA organization and/or to RFTA employees are handled, addressed, respected, and maintained with the highest degree of confidentiality and professional appropriateness.
17. Maintains and organizes own calendar, files and office space.

OTHER DUTIES | Performs other duties and assumes other areas of responsibility as essential to job performance.

## INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

### JOB SPECIFICATIONS

<p>KNOWLEDGE/SKILLS AND EXPERIENCE</p>	<p>Expert or strong knowledge, expertise, and experience in one or more fields of legal specialization as set forth above. (Refer to <i>Essential Duties</i>)</p> <p>Expert ability to conduct extensive, comprehensive, high quality legal research, both computerized and non-computerized, along with a proven track record of performing such research.</p> <p>Expert understanding of exemplary legal ethics, along with a proven track record of utilizing such ethical standards and behaviors throughout career.</p> <p>Expert ability to communicate effectively, both orally and in writing.</p> <p>Expert ability to exercise good judgment and discretion at all times.</p>
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Expert ability to maintain absolute confidentiality, appropriately safeguarding sensitive information.

Strong to expert skills to work independently and to deliver high quality results while doing so.

Strong interpersonal skills with an expert ability to interact, to communicate, to collaborate and to work well with individuals and groups at all levels of the RFTA organization, as well as with individuals and groups outside of the organization.

Strong legal knowledge related to the work of local, state, and federal governmental agencies, departments, and entities, as well as experience working with these public sector entities.

Strong organizational skills with significant attention to detail, along with the ability to establish priorities and to meet deadlines consistently in a medium to fast-paced environment.

#### Education & Certifications

- Juris Doctorate (JD) Degree from an accredited School of Law
- Licensed to practice law in the State of Colorado
- Member of the Colorado bar

#### Experience

- Seven (7) years of broad, extensive experience as a practicing attorney
- Three (3) years of progressively responsible duties and responsibilities working for a local, state, and/or federal agency
- Experience working for a public transit agency is desirable, but not required

#### On-the-Job Training

A minimum of one (1) year, but less than two (2) years, of on-the-job training is normally required to perform this job effectively.

#### Equipment Utilized

Equipment requiring involved set-up, adjustments and operational procedures (e.g., word processing equipment, personal computer, scanners and digital copier/printer).

#### Software Utilized

Microsoft Word extensively, Excel minimally

#### SCOPE OF AUTHORITY

Job description covers most of duties and responsibilities. Generally expected to deal with different and specialized situations. Work performance formally evaluated at least once annually by the Board of Directors. With the CEO as a resource, plans one's own daily work activities and prioritizes those daily, weekly, monthly, quarterly, and annual tasks. Establishes and disseminates protocol for prioritizing matters referred by the RFTA Board of Directors, the CEO, and other members of the RFTA Management Team.

Available resources, established practices and written procedures include, but are not necessarily limited to:

- Federal, state, and local laws and regulations
- Federal, state, and local regulations and guidelines applicable to the Transportation Industry
- Governing Policy of the RFTA Board of Directors
- RFTA Personnel Policies and Procedures Manual

#### FINANCIAL AUTHORITY

The incumbent does not have direct, primary responsibility for budgeting or other primary financial authority. However, the incumbent is accountable for performing his/her job duties with appreciation for and high sensitivity to the fiscal health and well-being of RFTA.

COMMUNICATION	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>▪ Daily, weekly, or as needed contact with RFTA’s CEO, other members of the RFTA Management Team, and members of RFTA’s Board of Directors by phone, email, and in-person to answer legal questions, to provide legal advice and/or to assist in problem resolution involving numerous and diverse matters related to RFTA business.</li> <li>▪ Monthly interaction with Board members during attendance at regularly-scheduled Board meetings.</li> <li>▪ As scheduled attendance at and participation in staff meetings.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>▪ As needed or as necessary contact by phone, email, or in-person with local and regional legal and governmental colleagues.</li> <li>▪ As needed or as requested contact by the RFTA Board of Directors or CEO (by phone, email, or in-person) to address RFTA-related matters before various agencies and entities within the Roaring Fork Valley, the state, and/or nationally.</li> <li>▪ As required or as needed contact by phone, email, and in-person with other members of the Colorado bar and with other legal authorities or representatives in the litigation or settlement of RFTA legal matters/cases.</li> </ul>
SUPERVISORY RESPONSIBILITY	<p>The incumbent is not responsible for supervising other legal professionals, but he/she may supervise, entirely or in part, a Paralegal or an Administrative Assistant.</p>
WORKING CONDITIONS	<p>Works in a normal office environment where minimal to light physical activity is required. While the duties and responsibilities of the job require eight (8) hours per day at a minimum, Monday through Friday, the incumbent will be required to adjust his or her work hours day-to-day, week-to-week, and/or incident-by-incident, based on the legally-related needs and demands of RFTA.</p>

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVAL SIGNATURES	
Board of Directors _____	Date _____
_____	Date _____
_____	Date _____