

Job Title: Senior Associate**Location:** Main Office**Department:** Executive Services**Job Status:** Full-Time**Reports To:** Director of Legal Services**Job Grade:** 311**Pay Status:** Exempt**Date Created/Updated:** 11/14/2023

Position Summary

The Senior Associate is responsible for managing the day-to-day legal responsibilities of NBU by providing legal counsel and support to NBU. NBU, as an agency of the City of New Braunfels, is subject to a wide-range of local, state, and federal rules and regulations. The Senior Associate must be knowledgeable in municipal law, procurement law, public finance, real estate, construction law, regulatory compliance, and city ordinances. The Senior Associate should possess significant business and life experience for frame of reference in handling variety of problems with legal implications. The Senior Associate is expected to give practical advice and recommendations to NBU management and staff. The Senior Associate will assist the Director of Legal Services and/or General Counsel in overseeing the legal department, NBU's ethics program, and the legislative process. The Senior Associate will report to the Director of Legal Services and manage one attorney, two legal assistants, outside counsel, and legal work from the organization.

Essential Duties & Responsibilities**DUTIES AND RESPONSIBILITIES**

- Maintains the highest level of professional ethics.
- Assists the Director of Legal Services and/or General Counsel in managing the legal department.
- Provides legal counsel and support to NBU, engages in and supervises the litigation process, and conducts legal research.
- Ensures that NBU operates within the appropriate legal governance framework and takes ultimate responsibility for the identification and management of legal risks across all areas.
- Views issues and concerns through NBU's perspective and focuses on the right outcome for NBU at all times; determines core issues, identifies multiple possible solutions or resources needed to reach optimum solution for NBU; thinks first from principles rather than being solely guided by pre-established documents, procedures, processes or historical practices.
- Handles complex legal and business concepts in a highly nuanced, progressive environment with varied constituencies.
- Understands and respects NBU's standards, policies, ordinances, and local, state, and federal regulations; drafts, reviews and/or provides legal direction for internal policies.
- Reads and reviews statutes, legal opinions and other documents to maintain knowledge of local, state, and federal legislation and jurisprudence affecting municipal utility operations, programs and activities.
- Investigates claims and negotiates settlements based upon applicable laws and in a timely manner.
- Assists Director of Legal Services and/or General Counsel on all major contract and business negotiations; drafts agreements that minimize risks and maximize legal rights.
- Assists Director of Legal Services and/or General Counsel in managing the ethics team, including handling ethics inquiries, conducting ethics investigations, developing materials, and training staff.
- Assists Director of Legal Services and/or General Counsel with legislative matters, including tracking proposed federal and state bills, analyzing proposed legislation, and collaborating with NBU's legislative team.
- Assists with overseeing all aspects of litigation, including directing outside counsel, coordinating responses to discovery requests, and contributing to NBU's litigation tracking system.
- Provides proactive advice in connection with areas such as purchasing, finance, contracts, real estate, labor

and employment issues, litigation, government regulations, and technology agreements and licensing; anticipates issues and estimates risks strategically.

- Assists Director of Legal Services and/or General Counsel with the selection, retention, management and evaluation of all outside counsel.
- Coordinates and collaborates with outside counsel on legal matters requiring specialized legal expertise, ensuring that delivery, quality and budgetary standards are maintained.
- Demonstrates legal and ethical stature, maturity, sound judgment, competence and confidence to operate with credibility at the Executive, Trustee, and Manager levels.
- Possesses strong organizational, administrative, and time-management skills and excellent follow-up to ensure adherence to deadlines and efficient task completion.
- Possesses excellent writing and oral communication skills.
- Maintains objectivity while driving appropriate outcomes, manages multiple stakeholder agendas, and promotes high business and legal standards.
- Develops and utilizes peer group networks and external legal partners, ensures that all such relationships are effective, cost efficient, and fosters constructive outcomes on behalf of NBU.
- Examines legal information to determine the advisability of prosecuting or defending lawsuits.
- Reviews agendas for public meetings to ensure compliance with Open Meeting rules within legal guidelines for public and executive session meetings.
- Attends board meetings to stay informed about what is happening in the company.
- Attends significant committee meetings, evening meetings, conferences, workshops and other professional meetings including overnight travel as may be required.
- Uses safe work practices at all times and in all situations.
- Oversees the drafting and formalization of NBU resolutions.
- Prepares and submits requests for open records letter rulings and Attorney General opinions as needed.

SUPERVISORY

- Manages one attorney and two legal assistants

KNOWLEDGE, SKILLS AND ABILITY

- Positive energy, enthusiasm, flexibility and confidence.
- Possesses a strong sense of teamwork; ability to work effectively on multidisciplinary teams.
- Prioritizes and organizes work effectively to meet deadlines and rapidly changing priorities; transaction intensive.
- Understands municipal codes and applicable state laws and federal statutes; draws distinctions of municipal requirements and application in all situations.
- Possesses excellent writing and oral communication skills.
- Possesses knowledge of contract, labor, and real estate law.
- Possesses knowledge of legal references and limitations.
- Demonstrates proficiency with technology.
- Possesses experience in energy, utility, and nonprofit organizations.
- Highly developed skills including issue identification, analysis and resolution through supervision, coordination and use of internal and external staff and counsel.
- Self-directed with ability to quickly assimilate role, responsibilities and organization culture.
- Commitment and adherence to the mission of NBU.

TRAITS AND CHARACTERISTICS COMPETENCIES

- Pursues right solutions to difficult business or legal concerns.
- Challenges self as much as others and sets ambitious goals that others are inspired to achieve.
- Possesses a collegial and collaborative mindset, as well as patience with process.
- Thinks with both a cerebral as well as pragmatic mindset when dealing with issues.
- Possesses resiliency in the face of numerous urgent priorities and interaction with many strong personalities

within the NBU community.

- Inspires confidence and trust, demonstrating oneself as a professional of integrity and wisdom.
- Executes tasks efficiently while exhibiting a sense of urgency, superb judgment, compassion and, when appropriate, a sense of humor.
- Lives a deep appreciation for and commitment to the benefits of diversity.
- Mentors and coaches as strategic thought partner guiding staff to their own conclusions.
- Possesses the art of persuasion, negotiation and civility.
- Demonstrates intellectual zest and curiosity.
- Possesses good public speaking skills with ability to adapt communication skills to the audience and simplify complex legal matters as necessary to effectively communicate with people of varying levels of legal sophistication inside and outside NBU.
- Possesses excellent analytical and strategic thinking skills.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Stewardship, Team, Integrity, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Other: Juris Doctor from ABA accredited law school -

Work Experience Time Frame: Five Years or More

Management experience helpful - No adverse

Field of Study: Law

disciplinary history - Possesses excellent writing and oral communication skills

Certification and Licensures Requirements

Licensed to practice law in the State of Texas

Other Minimum Qualifications

Member in good standing of the State Bar of Texas.

Valid Texas Driver's License.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

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Physical Demands

Standing: Occasionally

- ☒ Making Presentations
- ☐ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Carrying: Frequently

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork

- ☐ Monies

Kneeling: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Occasionally

- ☒ File Drawers
- ☐ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Occasionally

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment

☐ On Step Stool

☐ Inside Attics/Pipes/Ditches

Bending: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

Hearing: Constantly

☒ Communication Via Telephone/Radio/To Co-Workers/Public

☒ Listening to Equipment

Crouching: Occasionally

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

Twisting: Frequently

☒ From Computer to Telephone

☐ Getting Inside Vehicle

Crawling: Rarely

☒ Under Equipment

Talking: Frequently

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Other: Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)

Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☒ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Noisy/Distracting Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date