

Opening Date: October 27, 2016
Closing Date: Open Until Filled
Work Location: 17-14
Posting Number: Austin, Texas
Monthly Salary: \$11,666.67 – \$12,083.34
Group/Class: B31/3524
Travel %: 15%
Division/Department: Office of General Counsel
Number of Positions: 1

JOB VACANCY NOTICE

General Counsel V

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 27-Judge Advocate General's Corps, 44- Legal Services or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

Job Description Summary

Performs highly advanced and managerial (senior-level) legal work. Serves as the General Counsel for the Texas Water Development Board reporting directly to the agency's Executive Administrator. Work involves managing the operations of the Office of General Counsel and supervising legal staff for a state agency responsible for water resource planning, data collection and dissemination and financial assistance programs. Responsible for directing, planning, organizing and monitoring legal activities; interpreting laws and regulations; providing legal advice, counsel, and assistance to TWDB Board Members, Executive Administrator and staff. Provides legal advice regarding public finance, water resources planning and state agency operations. Testifies as resource witness at legislative hearings. Routinely presents material and responds to questions at public hearings in multiple forums. Manages the agency's open meetings and open records activities. Conducts reviews of rule concepts, draft rules for the agency, and participates in briefings and meetings. Prepares correspondence regarding state and federal environmental laws. Prepares and reviews information for legislative consideration. Reports directly to the Executive Administrator while working under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions

- Directs and plans legal activities for the Texas Water Development Board.
- Reviews laws, rules, and regulations affecting agency operations and administration; and makes recommendations for changes.
- Advises the Board, Executive Administrator and agency staff regarding public financings.
- Advises the Board, Executive Administrator and agency staff regarding legal issues related to water planning, water resources, water conservation, flood planning, environmental law, administrative law and other legal issues.
- Acts as liaison to outside counsel (bond, disclosure, tax, etc.).
- Oversees the drafting of legal documents, administrative rules, bills, and amendments.
- Provides legal advice and opinions on policy decision making to agency management and identifies appropriate legal solutions.
- Advises on the interpretation, application, and enforcement of agency laws and regulations.
- Participates in the agency's strategic planning process.
- Advises agency management on programs and issues involving legal risks.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002
Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number __17-14__

- Consults with agency management to develop appropriate solutions to the legal needs of internal business operations.
- Advises on the drafting and negotiation of contracts and legal documents.
- Provides updates on pertinent legal issues affecting the agency.
- Represents the agency with the Office of the Attorney General in civil and criminal actions brought by or against the agency.
- Formulates, coordinates, and establishes agency policies and procedures.
- Testifies at hearings, trials, and legislative hearings.
- Plans, assigns, and supervises the work of others.
- Performs duties as assigned.

Minimum Qualifications

- Graduation from an accredited law school with a Juris Doctor (J.D.) degree.
- Admission and a member in good standing with the State Bar of Texas.
- Seven to nine years of full-time experience in the practice of law.
- Requires expertise in one or more of the following: law of finance; contract law; federal and state grants administration; water resources law; water rights; groundwater law; employment law; open meetings and open records law; ethics and administrative law.

Preferred Qualifications

- State or local government legal experience with public bond issuances, and investments.
- Previous experience with institutional investment research, accounting, financial analysis, statistical analysis or related experience.
- Previous experience issuing and/or reviewing municipal bond financings.
- Previous experience with state revolving funds or federal grants.

Knowledge, Skills, and Abilities

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of fundamentals of contract law, government law and Texas state agency contracts.
- Knowledge of environmental law concepts, including natural resources laws.
- Knowledge of the municipal bond market and the issuance of bonds.
- Knowledge of the Public Funds Investment Act requirements.
- Knowledge of financial analyses and examination procedures for regulated entities.
- Knowledge of financial and industry terminology and practices.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in efficient legal research including use of Westlaw and other internet legal research.
- Skills in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skills in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to identify relevant legal issues.
- Ability to maintain confidential financial, personnel and agency information.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to assign and/or supervise the work of others.

Job Vacancy Notice (cont.)

Posting number __17-14__

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.