



Senior Corporate Counsel

The San Antonio Water System (SAWS) is currently searching for a **Senior Corporate Counsel** for the **Legal department**. The Senior Corporate Counsel serves as the organization's legal expert for the most complex matters. Responsibilities include providing advice, counsel, representation, and analysis to the Board of Trustees, President/CEO, and Executive Management in connection with SAWS legal matters. The Senior Corporate Counsel may represent the Systems' legal interests before local administrative agencies, special interest groups, or stake-holder groups in a variety of settings.

SAWS – Who We Are

The San Antonio Water System (SAWS) is a water, wastewater and water reuse utility owned by the City of San Antonio, the 7th largest city in the United States and the second largest city in Texas. SAWS provides service to approximately 1.8 million customers and has approximately 1,800 employees. Celebrating more than 25 years of providing water and wastewater services to 1.8 million customers in the San Antonio region, SAWS continues to set the standard within our industry. SAWS is the national leader in water innovation with the nation's largest direct recycled system in the country, the largest groundwater-based Aquifer Storage & Recovery facility in the nation and was the first in the U.S. in converting treatment methane biogas to energy. Among its other innovative successes, SAWS recently completed the first phase of what will be the largest inland desalination plant in the country, and has an internationally recognized water conservation program, making this wonderful city ... *Waterful*.

SAWS is managed by a seven member Board of Trustees, six of whom are appointed by the City Council of the City of San Antonio, and the seventh is the Mayor of the City of San Antonio, in an ex-officio capacity. SAWS has over \$6 billion in assets and a 2020 capital improvement budget of approximately \$608 million and a 2020 annual operating and maintenance budget of approximately \$436 million.

Legal Department

The SAWS legal department consists of the Vice President and General Counsel, who oversees the legal, contracting, corporate real estate and records management divisions. The legal division currently consists of two Senior Corporate Counsel with an average of over twenty five (25) years of legal experience specializing in environmental law and labor and employment law, and four Corporate Counsel, with an average of over fifteen (15) years of legal experience specializing in real estate, contracting and general business and transactions law for public entities or utilities.

Position Summary

This Senior Corporate Counsel position is a new addition to the existing legal staff. The Senior Corporate Counsel will serve as the organization's in-house legal counsel specifically assisting on matters involving general business and transactions law, public law, utilities law, and litigation management. Responsibilities include providing timely and accurate legal advice, counsel, representation, and analysis to executive management and staff, as well making presentations to the SAWS Board of Trustees in connection with SAWS legal matters. The Senior Corporate Counsel position will also be responsible for the management and oversight of complex litigation involving construction contracts and transactional matters, including the development, monitoring and enforcement of litigation budgets, the evaluation of litigation strategies and oversight of outside counsel. The Senior Corporate Counsel will have frequent

contact with internal clients, providing legal support for their goals, and external parties, including attorneys, consultants, contracting parties and members of the public. This position reports directly to the Vice President and General Counsel.

Senior Corporate Counsel must communicate effectively, both verbally and in writing, and exhibit high standards of business and personal ethical conduct, leadership, teamwork, attitude, initiative and problem solving. The selected candidate may be required to travel and work hours outside of their regular work schedule. Working conditions are primarily in an office environment with occasional field visits. The selected candidate may be required to drive a company and/or personal vehicle when performing duties at external locations.

The Senior Corporate Counsel performs the following essential functions:

- Provides legal counsel and advice to SAWS' Board of Trustees, President/CEO, Executive Management, and staff within one or more assigned law specialties.
- Provides legal review, analysis, and research for the development of SAWS policies and procedures, programs, and projects to ensure conformance with relevant contracts, laws, administrative regulations, and local agency rules.
- Provides analysis and recommendations on the legal risks and strategies associated with disputes or settlements.
- Negotiates, drafts, interprets, and reviews complex transactional documents associated with SAWS projects and programs.
- Advises management on complex legal issues and provides direct legal support, as needed.
- Manages outside counsel and actively participates in discovery, mediation, and litigation on behalf of the System.
- Advocates on behalf of SAWS in a wide variety of settings, including negotiations, dispute resolutions, mediations, trials, hearings, and administrative processes, to resolve disputes or legal actions.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Maintains a leadership role within the Legal department providing legal advice and assistance to team members.
- May supervise, select, develop, train, and evaluate the performance of assigned staff.
- Performs other duties as assigned.

JOB REQUIREMENTS

The candidate must have a Juris Doctorate Degree from a law school approved for accreditation by the American Bar Association. The candidate must be a member in good standing of the Bar of the supreme court of the state in which he or she practices law, and the prompt eligibility for such license and standing in Texas is required; however the preferred candidate will already be a member in good standing of the Texas Bar and currently licensed to practice law in the State of Texas. This position requires at least ten (10) years of progressive experience as a licensed, practicing attorney, including at least five (5) years in a private law firm or governmental agency specializing in: general business and transactions law, public law, utilities law and/or general litigation management. Additional experience with litigation, water and/or wastewater utilities or municipal or other governmental agency or public sector practice experience is preferred and highly desired.

Application review will begin on January 29, 2020. Salary dependent on qualifications, with generous benefits package including pension and health benefits. Interested applicants should apply on-line at www.saws.org/jobs.