

Legal Counsel Job Description

July 23, 2013

Fellow Commissioners, In an effort to assist us in moving forward with our decisions in hiring legal counsel I have drafted the sample job description below. I used information provided in our governing document Article II, the announcement prepared by Commissioner Saenz, and various citizen communications. Hope to have a great discussion and move forward in tomorrow's meeting. Regards, Commissioner Blanco

Independent Citizens Redistricting Commission of Austin Job Announcement

Legal Counsel

Number of Vacancies: 1

The Independent Citizens Redistricting Commission of Austin, Texas is seeking Legal Counsel to manage all operational (such as state law and city policies affecting meetings and records) and Redistricting and Compliance matters. Counsel serves as the liaison with City of Austin Staff and the Commission's Executive Director with respect to legal items on redistricting matters and maps; and provides advice on strategies and implementation of maps for redistricting purposes. Counsel will report to the Commission. This is a 6 month temporary position to extend on an as needed basis for a period of 3-5 years. Legal Counsel will work closely with the Commission to defend any action regarding redistricting matters and/or a certified map.

Key Areas of Responsibility:

- Analyzing legislation and court rulings relative to the Commission
- Ensuring that the Commission complies with Federal, State, and City codes, ordinances, and regulations
- Prepare operational and administrative reports summarizing activities
- Advise Commission on Open Meetings
- Advise Commission on Voting Rights Act and potential impacts
- Serve as primary counsel for the implementation and legal coordination of the creation of 10 single member districts for the City of Austin
- Provide expert legal advice on the administration and implementation of redistricting matters

Education

- Graduation from an American Bar Association (ABA) accredited law school
- Licensed to practice law in Texas

Experience:

- 10 + years of progressively responsible legal experience with boards and commissions and/or redistricting matters
- Extensive experience in redistricting matters, open meetings act, and open records
- Demonstrated experience and expertise in implementation and enforcement of the voting rights act
- No ties to City of Austin Council members
- No perceived agenda in City politics

Knowledge, Skills, and Abilities:

- Superior negotiation, critical and analytical thinking, contract drafting, research, writing, editing, client counseling and organizational skills
- The ability to work well with others

DRAFT for Discussion

Eligibility Requirements:

Within the five years immediately preceding the date of application, neither the applicant nor their spouse have:

- Been appointed to, elected to, or have been a candidate for state or city office;
- Served as an officer, employee, or paid consultant of a political party or of the campaign committee of a candidate for elective state, county or city office;
- Been a registered state or local lobbyist;
- Contributed or bundled \$1000 or more in aggregate to candidates for City of Austin elective office in the last city election.

Within the three years immediately preceding the date of application, the applicant has not been a paid employee of the City of Austin; person performing paid services under a professional or political contract to the City of Austin, to the City Council, or to any member of the City Council; any controlling person of any such consultant; or a spouse of any of the foregoing. (11.3.(1)(3))

Application Process:

Employees of the Commission hold non-civil service positions and serve at the pleasure of the Commission, an equal-opportunity employer. Identity of applicants and interview finalists may be subject to disclosure via the Texas Public Information Act.

To apply, first make sure you meet eligibility requirements above. Then submit a cover letter, resume, three professional references, Law school transcript, salary requirement, and your answers to the following Application Questions by 5 pm on August 16, 2013.

Application Questions: