

**Independent Citizens Redistricting Commission of Austin
Job Announcement**

Legal Counsel

Number of Vacancies: 1

The Independent Citizens Redistricting Commission (ICRC) 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 shall serve as the liaison between the Commission and the City of Austin Staff with respect to legal items on redistricting matters and maps and shall provide 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. Legal Counsel will work closely with the Commission to defend any action regarding redistricting matters and/or a certified map. Legal Counsel will need to attend all commission meetings and be available to answer commission's questions outside of scheduled meetings as they arise.

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 all applicable laws and regulations.
- Prepare operational and administrative reports summarizing activities.
- Advise Commission on the Open Meetings Act.
- Advise Commission on the Federal Voting Rights Act of 1965 and potential impacts.
- Serve as primary counsel for the implementation and legal coordination of the redrawing of the 10 single member districts for the City of Austin.
- Provide expert legal advice on the administration and implementation of all redistricting matters.

Education

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

Experience:

- 5 + years of progressively responsible legal experience with redistricting matters or relevant experience.
- Extensive experience in the application of the Open Meetings Act and the public records related thereto.
- Demonstrated experience & expertise in implementation and enforcement of the Voting Rights Act.
- No significant ties to City of Austin Council members.

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; strong relationship-building skills
- Good presentation and speaking skills, a willingness to speak to the media on behalf of the Commission.

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 (i) a paid employee of the City of Austin; (ii) a 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; (iii) any controlling person of any such consultant; or (iv) 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, and salary requirement by 5 pm Central Time on June 18, 2021 to Matt Dugan at matthew.dugan@austintexas.gov. Please be aware that you may be required to submit law school transcripts at a later time.