



## SENIOR VICE PRESIDENT-CHIEF LEGAL & ETHICS OFFICER

The San Antonio Water System (SAWS) is currently searching for a **Senior Vice President – Chief Legal & Ethics Officer**, who will serve as the chief legal officer of San Antonio Water System representing the System in all legal matters. The Senior Vice President – Chief Legal & Ethics Officer will provide strategic and tactical oversight of the Legal, Contracting, Corporate Real Estate and Records Management, functions to include developing and implementing legal and business strategies consistent with the strategic plan, long-range water resource plans, and plans for the development and construction of water, wastewater and water re-use facilities for the System, in conformance with all applicable laws, administrative rules and regulations. The Senior Vice President – Chief Legal & Ethics Officer serves as a member of the Executive Management Team.

SAWS is a public utility owned by the City of San Antonio and serves more than 2 million people in Bexar County, as well as parts of Medina and Atascosa counties. It was created in May 1992 through the consolidation of the City Water Board, the City Wastewater Department and the Alamo Water Conservation and Reuse District (developed system for reuse of treated wastewater). In 2012, SAWS also assumed the former Bexar Metropolitan Water District, and currently serves more than 545,000 water customers and 487,000 wastewater customers. SAWS is governed by a seven-member Board of Trustees consisting of the Mayor of the City of San Antonio and six other Trustees appointed by the City Council of the City of San Antonio. SAWS has approximately 2,000 employees, approximately \$9.7 Billion in Total Assets, and anticipates spending around \$2.8 Billion over the next five years on capital improvement projects. Since the formation of SAWS, San Antonio has been recognized nationally for its novel conservation efforts and proactive water management planning, making San Antonio “Water's Most Resourceful City”.

The Senior Vice President – Chief Legal & Ethics Officer reports to the President/CEO and works under general direction and guidance. The selected candidate will have contact with internal and external customers, SAWS' Board of Trustees, elected officials, policy makers, community leaders, contractors, consultants, industry peers and vendors. The Senior Vice President – Chief Legal & Ethics Officer must communicate effectively, both verbally and in writing, and exhibit high standards of business and personal ethical conduct, leadership, teamwork, initiative, and problem solving. The selected individual will direct, supervise and/or oversee the work of employees, and may be required to travel. Working conditions are primarily in an office environment – the selected candidate will be required to drive a company and/or personal vehicle when performing duties at external locations and may be required to work hours other than regular schedule such as nights and weekends.

The Senior Vice President – Chief Legal & Ethics Officer performs the following essential functions:

- Serves as the chief legal advisor to the President/CEO, Board of Trustees, and Executive Management and serves as a resource on legal matters including general governance, legislative matters, transactional contracts, public finance, litigation, regulatory compliance, environmental matters, real estate, open records and open meetings, employment law, and System policies and procedures.
- Provides management and supervision to an 8-attorney in-house counsel team and retains and manages outside counsel.
- Performs, plans, and assigns the legal services of the System, which may include drafting ordinances, resolutions, contracts, deeds, leases and other legal documents, and supervises litigation as necessary.
- Prepares legal opinions for the System and/or its Board of Trustees; attends various governing board meetings to advise on legal issues and questions, including ethical questions and Open Meeting requirements.



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- Plans and evaluates performance of assigned staff and legal consultants; establishes performance requirements and personal development targets; regularly monitors and manages performance.
- Advises the President/CEO on the status of legal matters, including litigation, on a regular basis and provides the President/CEO with the various legal strategies for management of those matters.
- Implements the decisions of the President/CEO and the policies of the Board of Trustees.
- Provides legal representation, advice, and opinions in managing and resolving disputes that may lead to litigation.
- Provides direct legal support to the System's legislative affairs team.
- Attends Board of Trustee meetings and counsels and advises the Board in all legal and ethical matters affecting the System.
- Oversees and directs the development, implementation, and administration of policies, programs, and procedures related to the Real Estate, Contracting and Records Management functions.
- Translates legal and business strategies and issues of the business and drives legal, real estate, records management, and contracting practices and processes that will create an efficient and effective organization.
- Evaluates and promotes the use of new technology to enhance quality and efficiency of services provided.
- Forecasts, allocates, and monitors the human, physical and financial resources for the Group.
- Leads, selects, and develops, a team of professionals charged with executing business strategy and maintaining operational integrity.
- Trains and mentors employees and facilitates interdepartmental teamwork.
- Promotes and encourages teamwork and cooperative efforts internal and external to SAWS including outside agencies and the community.
- Promotes and rewards high performance and respects and promotes diversity.
- Leads the development, analysis, and implementation of policy and strategy including identifying key strategic initiatives, business planning efforts, and policies and procedures.
- Influences events in order to optimize organizational resources and achieve System goals.
- Applies executive level business management principles and practices.
- Develops and implements measures to analyze and improve organizational efficiencies.
- Performs other duties assigned.

## **MINIMUM JOB QUALIFICATIONS**

- Juris Doctorate degree from a law school approved for accreditation by the American Bar Association, a member in good standing of the Bar of the state in which he or she practices law, and the prompt eligibility for such license and standing in Texas.
- Ten years' increasingly responsible experience as a licensed practicing attorney in several of the following areas: public law and public law finance issues, environmental and administrative matters, complex real estate/business transactions, utility law (including water law), labor and employment related matters, corporate matters, and legislative affairs, to include five years' management experience.
- Valid Texas Class "C" Driver's License.

**This position is open until filled, but resume review has already begun.** Competitive salary depends on qualifications, from low to mid \$200,000's with generous benefits package including pension, paid leave, and health benefits. Interested applicants should send a cover letter and resume by email only to [mmm@preferredcounsel.net](mailto:mmm@preferredcounsel.net), attention Morgan M. Matson at Preferred Counsel Legal Placement.