



1144 Sherman Street, Denver, CO 80203 • (p) 303-831-6411 • (f) 303-860-8175 • www.cml.org

Colorado Municipal League Municipal Legal Services Manager

The Colorado Municipal League (CML) is recruiting candidates for the position of **Municipal Legal Services Manager**. The position will manage and supervise CML's municipal legal services staff and activities, and provide legal counsel to League members on matters of municipal law and related policy issues affecting municipalities. Additionally, the manager will represent the League in appropriate forums, conduct legal research on municipal topics, and support the League's legislative advocacy program with legal research.

The successful candidate will be a strong manager who will lead a high-performing legal services program supporting the needs of municipal attorneys and the League membership generally. The candidate will be an excellent communicator, a relationship builder, and will possess unquestionable moral and ethical standards. Demonstrated proficiency in technology, social media, and legal research a plus.

The successful candidate will fully understand and commit to the vision of the organization, focus on the big picture, and help identify future needs of the League.

The ideal candidate will provide and offer:

- Development of municipal legal research
- Knowledge of court cases at the state and federal appellate level affecting CML members, coupled with managing a robust *amicus* committee process
- Creation of an on-line library of municipal law resources and to work with other resource providers such as the Colorado Supreme Court Librarian
- Leadership in state and national groups
- Ability to draft model ordinances and write *amicus* briefs
- Support League lobbyists with legal research
- Establish and manage a high quality inquiry service available to all municipal officials
- Communicate with and convene groups of attorneys in specialized areas of municipal law
- Coordinate and oversee various training activities including the summer and fall attorney conferences, and webinars

This position requires a Juris Doctor Degree; admission to the Colorado Bar; and demonstrated experience in the practice of Colorado municipal and local government law. Management and supervisory experience a plus.

Salary range is \$83,600-\$129,600, and includes an excellent benefits package. A letter of interest, along with a resume, writing samples, references, and current salary requirements must be submitted by **5pm MST June 7, 2017** and directed via e mail to Sam Mamet, smamet@cml.org or mailed to CML at 1144 Sherman Street, Denver, Colorado 80203, attention Sam Mamet. No applications will be considered after this date. The Colorado Municipal League is an equal opportunity employer. All applications will be treated in confidence.