Background:

The Regional Coalition of Los Alamos National Laboratory (LANL) Communities (hereafter “RCLC”) was formed by a Joint Powers Agreement on October 13, 2011. The RCLC is comprised of elected and tribal officials from the County of Los Alamos, County of Santa Fe, County of Rio Arriba, County of Taos, City of Santa Fe, City of Espanola, Town of Taos, Pueblo of Jemez, and Ohkay Owingeh Pueblo, and has been deemed a “special district” by the NM Office of the State Auditor (OSA) subject to the Audit Act under the monetary tier levels provided for “local public bodies”.

Los Alamos County has served as the RCLC’s fiscal agent and advisor on a variety of matters since its inception. As a result of a Special Audit of the RCLC by the OSA for the period of July 1, 2014 through June 30, 2018, several recommendations were made relative to its Schedule of Findings and Responses. As a result of these findings the RCLC board voted to seek third party legal counsel on a contractual basis.

The RCLC is seeking the following services to be performed:

Position Summary:
Under supervision and at the direction of the Board of Directors, provide legal advice and counsel, prepares legal research, assists in developing administrative regulations, provides legal, and policy analysis of issues, and drafts and negotiates contracts. Maintains confidentiality of all privileged information.

_The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required._

**Essential Duties and Responsibilities:**
With guidance and supervision from the Board of Directors:

- Establishes, implements and communicates goals, objectives, policies and procedures in accordance with the Joint Powers Agreement.
- Provides legal advice and handles legal issues regarding various aspects of coalition business.
- May work with outside counsel on legal issues.
- Assures that all legal advice and counseling are consistent with the Joint Powers Agreement and with applicable law.
- Pursues or defends litigation, both judicial and administrative, as necessary and appropriate, including preparation and filing of pleadings, conducting discovery, witness preparation, investigation, settlement negotiation and appearances at hearings and/or trials.
• Provides legal advice to the Board of Directors on topics related to the areas of assignment and assists by drafting, editing and reviewing key documentation, such as contract specifications.
• Minimizes the liability of the coalition by providing legal assistance in the implementation and administration of programs and services of the coalition.
• Performs legal research; prepares briefs and prosecutes or defends appeals as directed.
• Communicates and coordinates with other jurisdictions regarding legal matters in which the coalition has an interest; negotiates matters involving coalition participation, including contracts and settlement of litigation; coordinates legal issues between the coalition.
• Attends meetings and hearings, agenda sessions and other meetings, as may be requested by the Board of Directors; attends board and commission meetings and hearings, as may be requested by the Board of Directors.
• Establishes and maintains effective working relationships with federal, state, tribal and local government officials, employees, court officials, the public and private sector entities and individuals.
• Maintains confidentiality of all privileged information.
• Performs other duties as required.

Minimum Qualifications:
• Juris Doctorate Degree from an accredited law school.
• Five years of experience providing legal representation to public or private sector policymakers.
• Member of New Mexico State Bar, or if from another state, must be awaiting State Bar exam results and be a member of New Mexico State Bar within four months of employment or must be eligible for, obtain and abide by the rules of a limited license pursuant to SCRA 15-301.1.

Preferred Qualifications:
• Valid New Mexico driver’s license.

Knowledge, Skills, and Abilities:
• Knowledge of methods and techniques of legal research and the use of legal resources and materials.
• Knowledge of state and federal statutes, local ordinances, regulations, rules, administrative policies and case law.
• Knowledge and experience in as many legal substantive areas as possible, including but not limited to, employment law, civil rights, constitutional rights, contracts, land use and real estate, procurement, public finance and open government policies.
• Knowledge of depth and breadth of law concerning local government operations.
• Knowledge of and familiarity with municipal and state law.
• Knowledge of and skilled in public speaking, public administration, litigation procedures, alternative dispute resolution processes, legislative drafting and procedures.
• Skill in negotiation.
• Skill in organizing resources and establishing priorities.
• Skill in organizational crucial meeting or statutory deadlines, including ability to identify and prioritize legal needs of a large organization and to assure those needs are met on a timely basis within a restrictive budget.
• Skill in analytical, problem solving, and critical thinking gained within a complex, demanding work environment.
• Skill in the use of personal computers and related software applications, such as word processing and electronic legal research.
• Ability to analyze, appraise and organize facts and legal arguments.
• Ability to present pertinent material in clear and logical form for oral presentation or in such written media as briefs, contracts, agreements, policies, research reports, manuals and training and seminar outlines.
• Ability to prepare and draft rules and regulations, policies, contracts and other legal documents free of ambiguities and easy to comprehend, and that protect the coalition’s interests.
• Ability to evaluate evidence, prepare witnesses and exhibits, and advocate on behalf of the coalition at judicial, quasi-judicial and administrative hearings and trials.
• Ability to foster a cooperative work environment.
• Ability to establish and maintain effective working relationships with public officials and a wide range of constituencies in a diverse community.
• Ability to communicate effectively, both orally and in writing, and to make effective presentations.
• Ability to maintain confidentiality of all privileged information.

Approvals:

Chair of Regional Coalition of LANL Communities: ____________________________

Date: ___________