

JOB TITLE: DIRECTOR OF LEGAL AFFAIRS

The Springfield Water and Sewer Commission (SWSC) is seeking highly motivated and innovative candidates to work as the **Director of Legal Affairs**. This position is responsible for providing legal advice to the Executive Director and staff on operational issues relating to policy, regulations, procurement, and other legal issues requiring interpretation and research. The duties of this position require a demonstrated understanding in all general areas of law including: environmental, administrative, evidence, contracts, constitutional, property law, torts, and civil and administrative procedures. The incumbent shall act as the Chief Procurement Officer and/or a designated Procurement Officer to the Commission and shall provide the services as required by said position as set forth in MGL Chapter 30B. The position serves as a member of the senior management leadership team reporting to the Executive Director.

The water sector is an exciting field that enables career growth, continual learning, and the opportunity to be a part of solutions to today's most pressing water issues such as infrastructure renewal, climate change resiliency, emerging contaminants, and sustainability. The Commission is the second-largest water and wastewater system in New England, and leads and embraces bold initiatives that will reshape the water sector both locally and nationally for the 21st century. Recently the Commission was identified as a pending recipient of a competitive \$251 million federal Water Infrastructure Finance and Innovation Act (WIFIA) loan to accelerate its capital improvement program; a total of \$550 million in infrastructure improvements is planned over the next five years. The Commission was the only recipient identified in New England for the WIFIA program. Projects will include large-scale water and wastewater treatment plant upgrades, hydro-electric generating facilities, distribution and collection system upgrades, transmission infrastructure replacement, and system-wide water conservation projects, among others.

The successful candidate will be attracted to this career-defining opportunity to provide legal direction and oversight to the largest portfolio of water and wastewater infrastructure renewal projects to take place in the region in generations. Excellent pay, competitive benefits, leadership opportunities, and professional growth support are also offered.

About SWSC: SWSC was established in 1996 as an independently operated and managed regional water and wastewater utility that provides retail and wholesale water and sewer service to approximately 250,000 customers across multiple communities in the lower Pioneer Valley. The SWSC has approximately 250 employees that operate and maintain a system of one thousand miles of water and sewer pipe, treatment plants, reservoirs, watershed land, dams, and other critically important infrastructure that serves the public.

Mission Statement: SWSC's mission is to provide an uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment. www.waterandsewer.org

Required knowledge, experience and skills:

- The position requires strong analytical, problem solving and organizational skills, ingenuity, frequent use of judgment and independent thinking to interpret statutes or documents, and a high degree of integrity

- Provides assistance in a wide range of legal matters concerning operations of the Commission including but not limited to coordinating with outside counsel, interacting with General Counsel, procurement, billing and shut-offs, FOIA, litigation, contract, and tort law.
- Assists in representing the legal rights and interests of the Commission before relevant governmental agencies and other venues in order for the Commission to conduct its business in legal and regulatory compliance.
- Assist in the hiring and coordination of outside counsels.
- Assists in the lawful formulation, adoption, implementation, and enforcement of policies, procedures, rules, regulations, and programs.
- When appropriate, represents the Commissions interests in court and other forums.
- Performs other duties and projects as assigned at the discretion of the Executive Director and/or General Counsel of the Commission.
- Provides interpretation and strategy on legal matters relating to operations to General Counsel and Executive Director.
- Prepares and drafts legal documents, including but not limited to service and construction contracts, procurement documents and contracts, resolutions, rules and regulations.
- Renders oral and written opinions and conducts legal research as requested by the Executive Director.
- Negotiates and resolves sensitive, significant, and controversial issues as directed by the Executive Director. Investigates and responds to complaints and claims by or against the Commission in coordination with the Executive Director and/or General Counsel to the Commission.
- Interviews clients and witnesses to ascertain facts and evaluates findings to recommend resolution.
- Works in coordination with General Counsel of the Commission in providing legal representation and assistance to the Commission.
- May perform a variety of other functions for the Commission such as Discrimination Officer, Chief Procurement Officer, Claims Officer, Appeals Officer, or others functions as needed.
- Works with the Humans Resources Manager and the leadership team in matters related to claims, workers' compensation, employment/labor law, collective bargaining, and other employment related issues.
- Negotiates settlements and serves as a representative of the Commission in mediations and arbitrations as needed.
- Writes reports, business correspondence, and procedures.
- Works as a team member with employees across the Commission with different educational backgrounds and job responsibilities.
- Meet the rapidly changing needs of the organization.
- Ability to respond to questions, requests for information and complaints from customers, property owners, and the general public.

MINIMUM EXPERIENCE, TRAINING and EDUCATION:

- Knowledge of Federal, State, and local laws governing civil practice, administrative law, and supporting rules and regulations.

- Understanding of laws, regulations, and policies governing public agencies and entities and ability to maintain up to date knowledge thereof.
- Knowledge of the process and methods for representing the Commission in legal proceedings.
- Knowledge of contract negotiations, procurement of goods and services, procurement of professional services, claims and disputes, risk management, insurance claims, and other matters that may lead to legal intervention
- Ability to effectively manage professional and labor staff.
- Ability to respond to an emergency and direct a response.
- Ability to establish and maintain a positive attitude and work ethic with a group office dynamic.
- Knowledge of computer applications including Excel, Word, other computer applications.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to be flexible in work assignments and work hours
- A Juris Doctorate Degree from an accredited Law School and license to practice law in Massachusetts
- 12 or more years of increasingly responsible professional legal experience
- Must have a MCPPO (Massachusetts Certified Public Purchasing Official) designation or complete the education requirement in accordance with the Massachusetts Certified Public Purchasing Official Program within one year of hire date. Must acquire the necessary experience to obtain and maintain the MCPPO designation.
- Must possess and maintain a valid Driver's License

Qualified candidates should send their resume, cover letter and salary requirements to Stephanie.douglass@waterandsewer.org.

EOE/AA