

General Counsel

Reports To: Executive Director

FLSA Status: Exempt

Location: Pueblo, Colorado

Salary Range: \$100,000 to \$150,000

Position Summary

The Pueblo Urban Renewal Authority (the "Authority") General Counsel provides legal counsel and representation to the Authority on a variety of matters, including matters related to redevelopment projects, contracts, compliance, and governance. This role ensures adherence to state and local laws, drafts and reviews agreements, and advises on risk management, statutory obligations, and property acquisition strategies. This position exercises independent judgement and decision-making

This description is an overview and is intended to describe a general level of work being performed. It is not intended to be an exhaustive list of all functions and tasks required of the position.

Key Responsibilities

- **Legal Counsel**
 - Advise the Authority on Colorado Urban Renewal Law, municipal regulations, and applicable statutes.
 - Advise the Authority on General Business legal practices.
 - Research, interpret and apply laws related to tax increment financing (TIF), property acquisition, and redevelopment agreements.
- **Condemnation & Property Acquisition**
 - Advise on eminent domain and condemnation processes under Colorado law.
 - Prepare and review documentation for property acquisition, including negotiation and litigation strategies.
 - Represent the Authority in condemnation proceedings.
- **Contract & Document Review**
 - Draft and review contracts, RFP's/RFQ's, and develop agreements including developmental and intergovernmental agreements.
 - Prepare policies, resolutions, ordinances, and other legal documents for board action.
- **Risk Management**
 - Identify and mitigate legal risks associated with redevelopment projects.
 - Advise on litigation strategy and represent the Authority in legal proceedings as needed.
- **Compliance & Governance**

- Ensure compliance with Colorado Open Meetings Law and CORA (Colorado Open Records Act).
 - Advise on ethics, conflicts of interest, and statutory reporting requirements.
 - Support board and staff training on legal compliance.
 - **Certain functions may require coordination with special council for specialized matters.**
 - **Other duties as assigned.**
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Skills & Competencies

- Ability to manage multiple legal matters simultaneously.
 - Strong analytical and problem-solving abilities.
 - Ability to produce high quality documents that are logical, concise, accurate, and easy to follow for all.
 - Familiarity with public finance tools (TIF, bonds, grants) preferred.
 - Experience collaborating with boards, staff, and external stakeholders preferred.
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Minimum Qualifications

- Juris Doctor (JD) from an accredited law school.
 - Admission to practice in Colorado and in good standing.
 - 2+ years of experience in municipal law, real estate, or redevelopment.
 - Strong skills in legal research methods and techniques.
 - Excellent drafting, negotiation, and communication skills.
 - Must be willing to submit to a background check.
 - A valid Drivers License at the time of application and a valid Colorado Drivers License after 30 days of employment.
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Special Conditions of Employment

Must maintain license to practice law in Colorado in good standing during course of employment.

Must be available to work standard office hours in office. Select instances such as inclement weather etc. may allow for temporary remote opportunities.

Must be available for occasional evening or weekend meetings or events. Some travel may be required.

Physical Requirements

Must have the ability to lift and move files and supplies weighing up to 50 pounds. Work is sedentary and done in a seated position, but requires frequent moving about, standing, bending, kneeling, reaching, or stooping to access files. Must be able to speak and hear to communicate with board

members, employees and members of the public by telephone or in person and use vision to operate a vehicle and work with written documents, forms, and to respond to board members, employees and members of the public.

Benefits

The Authority offers a rich benefits package, details of which can be found below:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Generous Paid Time Off
- 10 paid holidays
- Colorado PERA
- Automotive Stipend
- Cell Phone Stipend

How to Apply

To apply for the Authority General Counsel position, submit a resume and cover letter to jobs@puebloura.org directed to Cherish Deeg, Executive Director by March 27, 2026.