



## DIRECTOR OF LEGAL SERVICES/ GENERAL COUNSEL

**Annual Salary:**  
Based on qualifications and  
experience (DOE/DOQ)

Wylie, Texas



**NORTH  
TEXAS  
MUNICIPAL  
WATER  
DISTRICT**

Are you a seasoned legal professional with the expertise to manage a broad range of complex legal issues while guiding a high-performing organization? If so, apply to be the North Texas Municipal Water District's next Director of Legal Services/General Counsel!

We're looking for an exceptional legal strategist who is:

- Skilled in navigating local government law, compliance, and regulatory matters
- Experienced in managing outside counsel and legal budgets
- A collaborative leader who can engage with an executive team and Board of Directors

With a legacy of service dating back to 1951, NTMWD provides water, wastewater, and solid waste services across a rapidly growing region — read on to learn more about this opportunity!

# ABOUT THE COMMUNITY

The North Texas region, home to more than 8 million people, is one of the fastest-growing areas in the nation. NTMWD is headquartered in Wylie, Texas, on the eastern side of the Dallas-Fort Worth Metroplex.

North Texas offers:

- Over 2,000 public parks, 1,000 miles of off-street trails, and 60 lakes and reservoirs
- Two world-class zoos, more than 180 public and private golf courses, and a thriving arts scene with 6,000 annual cultural events
- Access to the Dallas-Fort Worth International Airport, the world's third busiest airport
- A strong higher education presence with 33 colleges and universities

With a median home value of about \$385,000 and recognized for affordability among major U.S. metros, North Texas continues to attract more than 2,500 new residents weekly.

Population Served by NTMWD: 2.2 million water customers, 1.5 million wastewater customers, and nearly 1 million waste management customers

Tourism



## GOVERNANCE & ORGANIZATION

The North Texas Municipal Water District is governed by a 25-member Board of Directors appointed by its 13 Member Cities. Larger cities appoint two members; smaller cities appoint one.

Executive Director/General Manager Jenna Covington, P.E., leads daily operations with nearly 1,000 employees and an \$800M+ operating budget.

Board members bring expertise in law, banking, engineering, construction, education, and civic leadership, ensuring collaborative oversight of the District's services.







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## ABOUT THE JOB

The Director of Legal Services/General Counsel manages and coordinates all legal services for the District, with primary responsibility for overseeing outside counsel and ensuring that legal matters are addressed efficiently and cost-effectively.

Reporting to the Executive Director/General Manager, this position will:

- Provide legal advice to the Board of Directors, senior leadership, and staff on a wide range of issues
- Manage external legal counsel, budgets, contracts, and legal service delivery
- Attend all Board and committee meetings, serving as parliamentarian
- Oversee compliance with the Texas Public Information Act and Texas Open Meetings Act
- Draft, negotiate, and review contracts, agreements, and legal documents
- Support legislative initiatives in line with NTMWD's strategic goals

### DEPARTMENT STRUCTURE

The General Counsel serves as the head of Legal Services, reporting directly to the Executive Director/General Manager.

Quick Facts:

- Department Headcount: Small (primarily role + outside counsel)
- Reports to: Executive Director/General Manager
- Works with: Executive Leadership Team, Board of Directors, and outside law firms

### KEY PROJECTS FOR 2025–2026

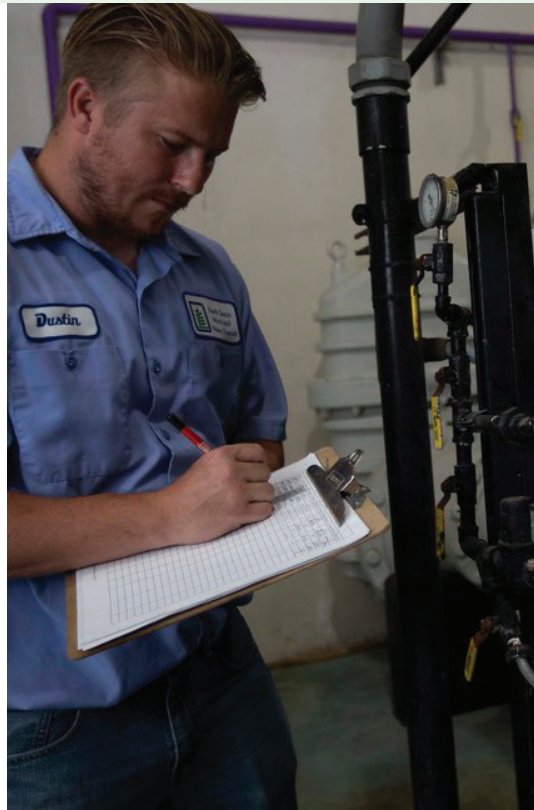
- Provide legal guidance on major water acquisitions and contracts
- Develop and establish internal processes for legal services, including contracts and invoicing, without slowing operations
- Support policy and procedure development across departments
- Advise on governance matters, ethics, conflicts of interest, and compliance

# IDEAL CANDIDATE

The ideal candidate will be an intelligent, politically astute, and emotionally intelligent leader with a full breadth of legal knowledge across water, wastewater, and solid waste operations.

They will:

- Demonstrate political acumen and the ability to navigate complex conversations
- Bring strong experience with Texas local government law and compliance
- Be a collaborative, team-oriented leader with the resilience to manage multiple tasks without becoming overwhelmed
- Serve as a trusted advisor to the Board, executive leadership, and staff



## EXPERIENCE & QUALIFICATIONS

### Required:

- Licensed to practice law in Texas
- Doctor of Jurisprudence (JD) from an accredited law school
- Minimum 15 years of legal experience, with at least 5 in Texas local government law
- Experience managing outside counsel and budgets

### Preferred:

- Direct experience advising a water district, municipal utility, or city council
- Proven ability to develop legal processes and training programs
- Strong record of collaboration with executive teams and governing boards



# SALARY & BENEFITS

- **Compensation:** Salary based on qualifications and experience.
- **Health Benefits:** Comprehensive coverage including medical, dental, prescription, life, and accidental death/dismemberment insurance.
- **Paid Leave:** Vacation, sick leave, and holidays provided.
- **Retirement:** Defined benefit retirement plan — employees contribute 5%, and the District provides a lifetime annual pension equal to 3% of total earnings over tenure.
- **Additional Perks:**
  - ♦ Workers' compensation insurance
  - ♦ Long-term disability coverage
  - ♦ Optional deferred compensation 457(b) plan
  - ♦ Leadership role in a high-performing regional utility serving one of the fastest-growing regions in the country
  - ♦ Basic Life Insurance



## HOW TO APPLY

Apply Here



For more information on this position, contact:

**Marsha Reed, Senior Vice President**

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*NTMWD is firmly committed to equal opportunity in all employment matters. Applicants selected as finalists will be subject to a comprehensive background check.*