



## DIRECTOR OF LEGAL SERVICES/ GENERAL COUNSEL

Annual Salary:  
\$200,000+/- (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.





**NORTH  
TEXAS  
MUNICIPAL  
WATER  
DISTRICT**

## ABOUT THE JOB

The Director of Legal Services/General Counsel manages and coordinates all legal services for the District, with primary responsibility for overseeing relationships with external legal 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
- Coordinate with internal stakeholders and external legal counsel for legal matters, ensuring proper representation and legal compliance
- 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:

- This is a single member department
- Works with: Executive Leadership Team, Board of Directors, staff and outside law firms

### KEY PROJECTS FOR 2025–2026

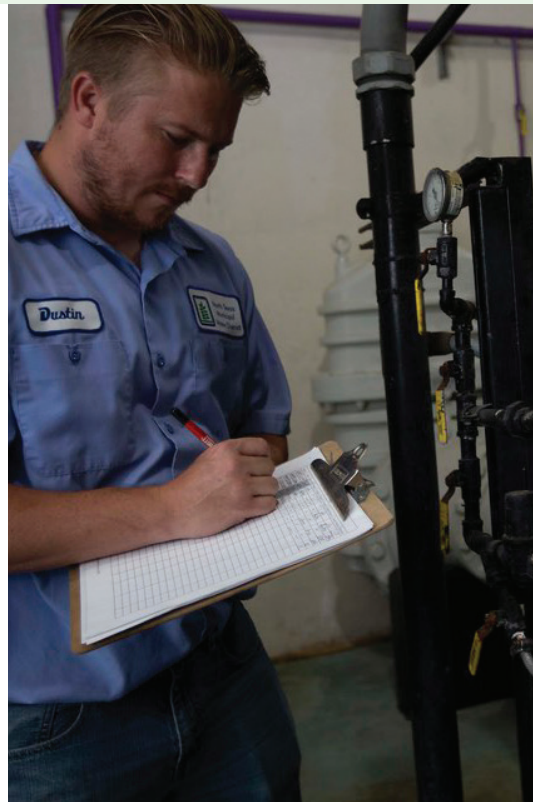
- Works with outside Counsel on major water acquisitions and contracts
- Develop and establish internal processes for legal services, including contracts and invoicing, without slowing operations
- As part of the Leadership Team, support policy and procedure development across departments
- Advise on 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
- Serve as a trusted advisor to the Executive Director/General Manager and the Board of Directors



## EXPERIENCE & QUALIFICATIONS

### Required:

- Licensed to practice law in Texas, or ability to obtain Texas State Bar within three months of hire
- 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

### Preferred:

- Experience negotiating legal fees and managing budgets
- 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:** \$200,000+/- 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:**
  - ◆ 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**

[MarshaReed@GovernmentResource.com](mailto:MarshaReed@GovernmentResource.com) | 806-789-9641

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