

CHIEF LEGAL OFFICER

SOUTHEAST COLORADO POWER ASSOCIATION, INC. and SECOM, Inc.

1 SUMMARY

CLO is responsible for all legal support for SECPA. The territory includes more than 13,000 sq. miles, 5700 energized line miles serving almost 10,500 meters.

SECPA does operate a wholly-owned broadband subsidiary - SECOM. SECOM is an internet, phone and data service provider with over 1400 miles of fiber optic cable line approximately 1500 fiber, over 200 towers for 7000 wireless internet customers, and nearly 3000 voice lines. CLO will have same responsibilities for this entity.

2 SUPERVISOR/LEADERSHIP TEAM

CLO is a direct report to the CEO. CLO will be a member of a leadership team that includes a CMSO, CTO, CHRO, COO (SECPA), COO (SECOM) and CMO (SECOM).

3 ESSENTIAL DUTIES AND RESPONSIBILITIES

- (a) CLO will serve as General Counsel to both companies.
- (b) CLO will also serve as the Chief Safety & Compliance Officer and Chairperson of the Safety Committee.
- (c) Requires working independently towards general results, setting objectives and goals, devising new methods, modifying or adopting standard procedures to meet new conditions and making decisions based on precedent and Association policy.
- (d) Management responsibilities (planning, organizing, directing, coordinating, controlling) for assigned legal and corporate functional areas either on an independent basis or in conjunction with other cooperative employees.
- (e) Provides legal services and counsel in assigned areas including, but not limited to regulatory matters, property rights; contracts, drafting, negotiation; dispute and litigation management and corporate governance.
- (f) Provide and coordinate legal services for various departments; assign, oversee and coordinate the services of outside legal counsel; and, when applicable, other professional consultants.
- (g) Ensures the cooperative has relevant procedures and policies and coordinates with various cooperative employees to update and maintain them.
- (h) Analyzes and manages corporate insurance needs, procurement, claims, and other related insurance items.
- (i) Assists with corporate strategic initiatives, such as monitoring industry news, identifying potential strategic ideas to be considered, and aiding with setting and reporting on cooperative adopted goals.
- (j) Supports special projects and all other departmental legal needs.
- (k) Foster and maintain relationships with cooperative statewide and national association attorneys.
- (l) Be courteous and promote good public relations with members and the general public.

- (m) The scope and duties of this position may change or be temporarily altered based on the legal and business needs of the cooperative. The basic requirement of every position is to perform all tasks as assigned by your supervisor.
- (n) Knowledge of both cooperative and for-profit business models as applied to both the electric utility and telecommunications industries, with a strong philosophical belief in the benefits of consumer ownership.
- (o) Assists in developing manual and automated data processing tools and workflows to achieve the greatest effectiveness.
- (p) Create an atmosphere to get the work done while creating a feeling of camaraderie in all areas of the operation.
- (q) Duties require knowledge of Association policies and procedures and their application.
- (r) Good judgment and people skills are considered essential.
- (s) Attends meetings, special courses and seminars to facilitate training, keep informed and stay abreast with current industry trends.
- (t) Participates in general staff meetings, strategic planning, board meetings and other internal meetings as directed.
- (u) Serves on committees, organizations, agencies and groups as may be applicable to departmental functions or as may be directed by the CEO.

4 SUPERVISORY RESPONSIBILITIES

- (a) Position has no direct reports.
- (b) Supervision of outside or partner counsel may be necessary.

5 QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

6 EDUCATION / EXPERIENCE

- (a) Doctor of Jurisprudence, other higher education degree(s), industry certification(s) and/or practical application of skills in a related type of organization for a minimum of ten (10) years is required.
- (b) Should possess demonstrated legal expertise with minimum ten (10) years' experience.

7 LANGUAGE SKILLS

- (a) Ability to read and interpret documents such as financial statements, graphs and spreadsheets.
- (b) Ability to write reports and correspondence using correct high school level grammar and punctuation.
- (c) Ability to speak effectively to customers or employees of the organization.

8 MATHEMATICAL SKILLS

- (a) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- (b) Ability to compute rate, ratio, and percent and to interpret line and bar graphs.

9 REASONING ABILITY

- (a) Ability to define problems, collect data, establish facts, and draw valid conclusions.
- (b) Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

10 CERTIFICATES, LICENSES, REGISTRATIONS

Valid Colorado Driver's License

Colorado Bar Certification

11 OTHER SKILLS and ABILITIES

- (a) Must be able to deal discreetly with confidential information.
- (b) Computer skills with knowledge of spreadsheet and word processing programs is required.
- (c) Ability to deal with people beyond giving and receiving instructions.

12 PHYSICAL DEMANDS

- (a) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (b) While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- (c) The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

13 WORK ENVIRONMENT / LOCATION

- (a) Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (b) The noise level in the work environment is usually moderate.
- (c) SECPA maintains operational facilities in La Junta (HQ), Lamar, Eads and Springfield. SECOM maintains operational facilities in La Junta (HQ), Pueblo West and Westcliffe.
- (d) CLO will be expected to live within or near service territory.
- (e) Standard work schedule is a flexible 4x10.
- (f) Limited travel will be required.
- (g) Field presence for extended hours and/or inclement weather may occur.