



ASSOCIATE GENERAL COUNSEL

FC: LF100
PB: 13
FLSA: Exempt

PC: 764
BU: 95 (NR)
Created: June 1987
Revised: March 22, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Assists in the management, supervision and coordination of the activities and operations of the General Counsel's Office; provides a full range of legal services to the District including preparation of legal opinions, research support, representation in legal actions, document preparation and related legal services; and provides highly complex and specialized support to the General Counsel; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class supervises day-to-day activities of the Legal Department and serves as the department head in the absence of the General Counsel. Responsibilities also include acting as senior counsel in handling serious, controversial and complex legal matters.

REPORTS TO

This position reports to the General Counsel.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists and participates in the development and implementation of goals, objectives, policies and priorities for the General Counsel's office; recommends and administers policies and procedures.
2. Directs legal representation for program areas; handles the most complex legal matters related to District operations; oversees and assists in the preparation of legal documents for cases subject to litigation.
3. Researches and prepares legal opinions for the Board of Directors, General Manager, executive managers, committees and other District staff, as appropriate.
4. Participates in, and directs the handling of, District cases involving Federal and State authorities or labor arbitration.

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5. Advises on contractual matters, procurements, construction contracts, federal grants, professional service agreements and other related disputes prior to litigation.
6. Coordinates activities of outside legal counsel and legal specialists engaged by the District for specialized legal services; analyzes costs.
7. Oversees and directs litigation in a variety of areas; directs the preparation of litigation documents including pleadings, briefs, motions and responses; represents the District in judicial proceedings.
8. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
9. Participates in the selection, training, motivation and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Participates in the development and administration of the General Counsel's office budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
11. Serves as the liaison for the General Counsel's Office with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the legal field.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Assumes management responsibility for assigned services and activities of the General Counsel's Office in the absence of the General Counsel.
16. Advises the Board of Directors on Board Appointed Officers Compensation, Benefits and Contracts.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of comprehensive public agency legal services program.

State and Federal statutory, case, administrative and constitutional law.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of contract, labor, constitutional, and administrative law.
Rules of evidence for trials and administrative hearings.
State and Federal court rules, regulations, policies and procedures.
Principles, materials and methods of legal research.
Legal precedents and court decisions impacting District operations.
Statutes and codes applicable to various proceedings.
Duties, powers, limitations and authorities of the General Counsel's office.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Participating in the management of a comprehensive legal services program.
Overseeing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of goals, objectives and procedures.
Researching, analyzing and applying legal principles, facts, evidence and precedents.
Providing legal advice and counsel.
Preparing complex documents including ordinances, resolutions, statutes and contracts.
Preparing, presenting and conducting trials and legal appeals.
Presenting legal statements and arguments clearly and logically in both written and oral form.
Using a wide variety of legal research methods.
Preparing and administering large program budgets.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Researching, analyzing and evaluating new service delivery methods and techniques.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

An appropriate law degree from an accredited law school.

Experience:

Ten (10) years of (full-time equivalent) verifiable experience as a practicing attorney which must have included at least seven (7) years of (full-time equivalent) verifiable experience as a practicing attorney in the Office of the General Counsel.

License or Certificate:

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Possession of membership in the California State Bar.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 01

Safety Sensitive Designation: No

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