



**Job Title: General Counsel**

## **JOB DESCRIPTION**

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**Department: President Office**

**Pay Grade: 124**

**FLSA Status: Exempt**

**Remote Work Eligible: Yes**

### **JOB SUMMARY**

This position serves as the chief legal officer of the institution and contributes to the resolution of many issues that affect the College; provides direct advice and counsel to the Board of Trustees on legal issues, governance, and related topics; oversees the legal operations of the College; and provides legal services on a broad range of business, academic and statutory issues, while supporting the College in its strategic goals and initiatives. In addition, this position provides legal opinions on various matters[ participates in or manages union negotiations; responds to administrative claims; manages litigation; manages appointment of outside counsel; business transactions and contracts; real estate and property matters; advises on College governance; reviews Board of Trustee materials; reviews and analyzes Board rules and procedures; and performs legal and legislative analysis of laws and regulations.

### **DISTINGUISHING CHARACTERISTICS**

Eligible to work remotely.

### **ESSENTIAL JOB FUNCTIONS**

- Manages litigation, outside counsel, and legal defense; and may represent the college in administrative matters, grievances and legal claims.
- Provides legal counsel and reports to the Board of Trustees; assists with drafting and approval of materials to be presented to the Board of Trustees; and serves as Counsel before the Board regarding contested matters.
- Prepares and/or reviews reports, contracts, proposals and studies; makes recommendations on a wide variety of administrative or management policies.
- Renders legal advice, opinions, and assistance to the President and senior College leadership concerning legal issues, exposure, and risk impacting decisions of the institution and its strategic goals and mission.
- Serves on the President's Cabinet and other executive committees in key leadership roles.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.

- Reviews state and federal laws and regulations, state policies and Board decisions as they may affect the operation of the College and impact higher education; provides new law summaries and analysis.
- Oversees legal matters under investigation.
- Performs legal audits when necessary.
- Oversees the institutional Compliance Plan and related staff.
- Oversees the coordination and production of student and employee records pursuant to subpoenas presented to the College, and serves as public custodian of records for statutory purposes.
- Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.
- Renders legal advice on personnel matters, and assists with review of HR policies and compliance related to employment matters.
- Provides assistance on review of legal documents for facilities; drafts contracts for property leases, large construction projects, and real estate transactions.
- Oversees coordination and administration of drafting and reviewing business contracts, legal agreements, affiliations, and Memorandum of Understanding.
- Performs legal research and provides responses and opinions on legal issues and policy to College staff; and represents the College in the adjudication of these matters where appropriate.
- Oversees the management and supervision of Department and staff in the General Counsel's Office; directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops and oversees assigned budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.
- Manages negotiations with College unions and collective bargaining.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Juris Doctorate (JD); three (3) years of related management work experience in assigned area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Negotiation and mediation techniques;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility; and
- Computers and related software applications.

#### Skills in:

- Leadership and persuasion;
- Analyzing;

- Solving problems;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Organizing;
- Mediating and resolving conflicts;
- Managing time;
- Preparing and delivering presentations;
- Customer service;
- Speaking in public;
- Following through; and
- Writing technical procedures, policies, grants, contract, and other detailed materials.

Ability to:

- Influence others;
- Work collaboratively with colleagues and staff to create a high-quality results-driven, team-oriented environment;
- Build, close and maintain a pipeline of clients/partners through networking, prospecting and closing deals;
- Manage multiple projects;
- Identify specific needs and challenges of clients and partners;
- Prioritize and assign work;
- Interpret and apply laws, rules, and regulations;
- Interpret and understand technical and statistical information; and
- Cultivate and maintain relationships.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

License to practice law in Florida.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	

Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

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Employee Signature

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Date