

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

GENERAL COUNSEL

Administrative Salary Schedule AD Column 1

BASIC FUNCTION:

Under the direction of the Superintendent/President the General Counsel is the District's Chief Legal Officer and a member of the Executive Council. The General Counsel serves as the District's staff attorney and provides legal advice to the Board of Trustees, the Superintendent/President, management of the District, and other employees. The General Counsel represents the District in litigation, arbitration, and administrative proceedings by preparing pleadings, negotiating between parties, and participating in the trial of cases of major importance to the District's educational programs and administrative and financial functions.

DISTINGUISHING CHARACTERISTICS:

This position is required to manage the complex legal matters involving the District and to protect the college from liability or exposure under the law and to manage the college's strategic assertion of its legal rights and prerogatives. The position exercises significant executive and administrative judgment.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Serves as a member of the Superintendent/President 's executive staff. (E)
- Advises and provides legal opinions to the Board of Trustees, President/Superintendent and executive staff on legal matters related to governance and the policies, programs, and projects of the District. (E)
- Attends and provides legal advice at meetings of the Board of Trustees and other such meetings as the Board and the Superintendent/President may direct; and serves as the Board's parliamentarian. (E)
- Provides advice and opinions on legal questions regarding the conduct of the District. (E)
- Plans, organizes, prioritizes and directs the activities of the Office of General Counsel. (E)
- Provides legal analysis and research with respect to legislative matters to inform the President/Superintendent and campus constituencies of pending challenges and opportunities. (E)
- Prepares drafts of legal documents advising officials of their rights, obligations, practices and of the applicable local, state, and federal law. (E)
- Advises and assists in the development, review, revision, and distribution of District policies and procedures, legal forms, and other documents. (E)
- Drafts or reviews contracts and agreements, including, but limited to leases, rentals, purchases, contracts, and instruments effecting transfers of property, resolutions, and other legal documents or instruments, as needed or requested. (E)
- Coordinates the work for contracted investigators and outside counsel, as well as counsel representing the District's insurance administrators/carriers. (E)
- Serves as District's liaison with other governmental entities in legal affairs as determined by the President/Superintendent. (E)
- Consults with and advises the administrative staff on legal matters including academic, business employee and student grievances, complaints, and disciplinary matters. (E)
- Serves as legal consultant in Human Resources matters, providing assistance and/or leading the District's negotiating teams in developing contracts with recognized employee organizations. (E)
- Prepares for and represents the District at administrative law hearings as directed by the President/Superintendent. (E)
- Supervises assigned staff.
- Performs other duties as assigned by the Superintendent/President.

MINIMUM QUALIFICATIONS:

EDUCATION:

Possession of a Doctor of Jurisprudence Degree (J.D.) from an accredited college or university.

EXPERIENCE:

Five (5) years of paid demonstrated success as a practicing attorney. Three (3) of these years must have included the supervision and/or management of staff.

ADDITIONAL REQUIREMENT:

Current member in good standing in the California State Bar Association, OR a member in good standing in a State Bar Association, AND the ability to become a member of the California State Bar Association within six (6) months.

DESIRABLE QUALIFICATIONS:

Knowledge and experience in collective bargaining, education and/or governmental, labor, general business, or contract legal issues at the postsecondary education level. Experience in working directly with Governing Board members. Experience in educational and/or public sector law.

KNOWLEDGE OF:

- California Education Code, California Code of Regulations, California Public Contract Code, administrative codes and Government Code and regulations.
- Pertinent Federal, State, and local laws, codes, regulations and court decisions relating to education.
- The structure of federal and state legislative and judicial bodies; the methods and processes of legal decisions and lawmaking.
- Legal terminology; legal writing skills in researching, analyzing, and preparing legal documents.
- Methods, procedures and administrative practices used in the conduct of civil litigation; judicial procedures and rules of evidence.
- Legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative, fiscal management and business law and procedures.
- The principles and practices of educational and human resources administration, with an emphasis in public sector employment and labor law.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- Supervisory principles and practices and organizational development.

ABILITY TO:

- Prepare and initiate a program of litigation/legal exposure prevention.
- Monitor and coordinate all legal services utilized by the District.
- Analyze situations accurately and adopt an effective course of action.
- Research and analyze data and information and develop, evaluate, and present alternative recommendations or opinions.
- Apply technical subject matter to the job and be proficient in the operation and use of personal computers utilizing various software applications.
- Analytically and logically evaluate information, propositions, and claims.
- Understand, interpret, apply and ensure compliance with laws, regulations, policies and procedures.

- Establish rapport and maintain mutually productive and cooperative relationships and ensure superior individual and group performance.
- Guide and encourage, while addressing key factors that influence successful organizational change.
- Prioritize the use of fiscal and material resources to maximize organizational performance.
- Define, assess, and improve operational processes and workflow.
- Evaluate immediate actions in context of achieving long range objectives.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Plan, organize, and track projects to ensure they are on-time, on-budget, and achieve their objectives.
- Respond promptly to requests of all clients; provide needed information, assistance, training, materials and resources.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.
- Communicate effectively both orally and in writing.
- Maintain and improve professional skills and knowledge.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

The General Counsel reports to the Superintendent/President. This position exercises supervision over all Office of General Counsel personnel.

CONTACTS:

Co-workers, administrators, students, vendors, other agency constituents, and the general public.

WORKING CONDITIONS:

Normal office environment.