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## St. Petersburg College

Position Title: General Counsel

<u>Pay Schedule</u>	<u>Pay Grade</u>	<u>Classification Series</u>	<u>Classification Title</u>
Administrative & Professional	J	Administrative Management	Executive Administrative Director

**Job Summary for Positions in this Classification**

This is the second of five levels in the Administrative Management series. The classification is responsible for directing the activities of an assigned administrative related department or program. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will develop strategies to accomplish goals, implement policies and procedures, and develop and monitor an assigned budget. This classification is different from previous class on the scope of responsibility.

**Position-specific job summary**

Responsible for administering, supervising and reviewing internal legal matters of the college. Duties include the coordination and administration of contracts, the maintenance of college's rules and procedures and preparation of materials presented to the Board of Trustees. Responsibilities include handling or assisting in the handling of the college's litigation.

**Typical Essential Duties for Positions in this Classification**

<b><u>These duties are a representative sample; position assignments may vary.</u></b>		<b><u>Potential Frequency</u></b>
1.	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.	Daily 10%
2.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 20%
3.	Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.	Daily 30%
4.	Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.	Daily 15%
5.	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.	Daily 15%
6.	Prepares and/or reviews reports, contracts, proposals and studies; makes recommendations on a wide variety of administrative or management policies.	Daily 10%

<b><u>These duties are a representative sample; position assignments may vary.</u></b>	<b><u>Potential Frequency</u></b>
7. Performs other duties of a similar nature or level.	As Required

**Position-specific assignment within typical essential duties**

- Examines items and issues within the college that have legal ramifications;
- Performs legal research on legal items and issues;
- Prepares responses to legal items and issues and represents the college in the adjudication of these matters of an internal nature;
- Renders legal advice and assistance to the college staff concerning legal matters;
- Performs legal audits when necessary;
- Reviews federal laws and regulations, state policies and Board decisions as they may affect the operation of the college;
- Develops procedures for the efficient operation of the college's internal legal counsel function;
- Serves as a liaison with the attorney for the Board of Trustees;
- Oversees legal matters under investigation;
- Writes legal memorandum and articles for the benefit of college faculty and staff;
- Oversees coordination and administration of contracts for the college;
- Works with college department and vendors to negotiate and write contracts;
- Oversees preparation of materials to be presented to the Board of Trustees.
- Serves as counsel before the BOT regarding contested matters;
- Renders legal advice on personnel matters;
- Oversees the coordination and production of student and employee records pursuant to subpoenas presented to the college;
- Prosecutes bad debt and collection cases for the college.

**Educational Requirements\***

LL.B. or JD from an accredited law school. Licensed to practice law in the State of Florida.

**Experience Requirements\***

Five (5) years experience in the legal field.

\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

**Licensing Requirements**

None.

**Knowledge, Skills, and Physical Requirements****Knowledge:**

- Management and leadership principles;
- Strategic planning principles;
- Knowledge of law pertaining to educational institutions, especially in the area of contracts, employee relations (workers' compensation, insurance, unemployment compensation, labor) students, faculty and liability preferred;
- Public relations principles;
- Budget administration principles;
- Program management principles;

- Marketing 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;
- Computers and related software applications.

**Skills:**

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Analyzing and developing policies and procedures;
- Interpreting and applying applicable laws, rules, and regulations;
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing, interpreting, and understanding technical and statistical information;
- Preparing and giving presentations;
- Speaking in public;
- Mediating and resolving conflicts and problems;
- Managing multiple projects and programs simultaneously;
- Writing technical procedures, policies, grants, contracts, and/or other related detailed materials;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Note**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Last Reviewed:** May 14, 2013