

Job Description

Position Title: Assistant General Counsel

Job Group: Executive Administration

Job Level Group: Executive Director/Dean

FLSA Status: Exempt

Salary Grade:

Position Summary:

The Assistant General Counsel serves the legal needs of Pima Community College (PCC) by advising and educating the Governing Board and College employees about the legal implications of policy and other decisions; supporting College functions through the delivery of legal services; representing the interests of the College in administrative or legal proceedings involving PCC; and managing external legal service providers.

The areas of law regularly addressed include employment, discrimination, public sector ethics, Title IX, Clery Act, Family Educational Rights and Privacy Act, contracts, insurance, open meeting and public records. The position may direct support staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advise the Governing Board and College staff on a broad range of legal matters, including authority for proposed actions and compliance with applicable state and federal law as well as College policies and procedures.
2. Ensure institutional focus and facilitate collaborative communication with College leadership.
3. Engage in legal research and analysis. Provide interpretation of legislation, case law, and regulations.
4. Assist with the development and drafting of policies and procedures. Provide assistance to Senior Leadership in the development and implementation of College management systems, including the compliance program, strategic initiatives, and record management. Evaluate whether campus programs operate in compliance with applicable laws and regulations and assist with corrective actions as needed.
5. Render advice to assist with the resolution of complaints or concerns involving allegations of legal or policy violations, such as discrimination, misconduct, and information security.
6. Coordinate with liability coverage providers on the representation of the College before state and federal agencies in complaints of discrimination and other proceedings.
7. Provide guidance or representation of the College for internal student and employee disciplinary proceedings.
8. Serve as the General Counsel's liaison with administrators on matters not directly handled by the General Counsel; handle legal activities and matters of institutional significance for the Board of Governors on behalf of, and in concert with the General Counsel.

9. Monitor and report on the status of litigation and administrative proceedings involving the College. Provide the General Counsel with activity status and updates. Ensure the General Counsel is aware of relevant information prior to meetings and events. Make recommendations as appropriate.
10. Provide oversight and direction for external legal service providers. Ensure activities are in keeping with philosophical and operational initiatives of the College.
11. Coordinate with program staff and leadership for the negotiation and drafting of agreements. Review and approve the legal sufficiency of agreement documents. Ensure alignment of agreements with the College's policies and procedures.
12. Work closely with the appropriate offices needing legal services; assists with meetings, presentations, and legal activities; and work closely with appropriate staff members in the preparation and planning for Board of Governors meetings.
13. Participate in training of staff.
14. Participate in key meetings to ensure appropriate and responsive follow-up and accountability and facilitates resolution of matters. Exercise professional judgment to determine which matters to handle directly and which matters require the General Counsel's attention. Seek to resolve issues with collaborative and innovative solutions within the appropriate legal and policy framework.
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of regulatory compliance principles and practices
- Knowledge and application of interviewing and investigative methods and procedures.
- Knowledge of advising and counseling practices
- Knowledge of human resources principles and practices
- Knowledge of law enforcement principles and practices
- Skill in effective communication (both written and oral)
- Skill in problem solving
- Skill in public speaking
- Skill in people leadership and supervision
- Ability to adapt and maintain professional composure in emergent and crisis situations
- Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Juris Doctorate from accredited law school and
- Five (5) years progressive experience in the practice of law pertinent to the areas identified in the general functions and essential duties and Must be a member in good standing of the Arizona State Bar or become one within 12 months of hire.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.

- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required