



## Classification Description

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<u>Job Title:</u>	Vice President, Legal Affairs and General Counsel	<u>Pay Grade:</u>	Executive
<u>Division:</u>	Office of the President	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	District President	<u>Job Code:</u>	1125

### **Job Purpose**

The Vice President, Legal Affairs and General Counsel is an executive level position principally responsible for leveraging his/her expertise to advise and manage the College on all matters having legal implications for the College. Counsel provides legal advice and guidance to the District President, when necessary to the District Board of Trustees, senior administration and other members of the College staff for external legal counsel and legal affairs.

Reviews and negotiates contracts relating to the institution's operations including real estate, intellectual property, litigation, employment, delivery of ancillary services and third-party agreements and represents the College in all legal matters concerning compliance with municipal state, and federal regulations, funding agencies, and in labor related issues. Counsel manages components of the College's risk management activities and bidding and construction procurement processes.

### **General Responsibilities**

#### **Essential Functions**

Provides legal guidance to for the College, including correct and defensible legal advice and opinion letters and preparing legal documents that support the College and its mission.

Conducts frequent and systematic review of current and proposed federal laws, regulations, state statutes and rules as they relate to the operation of the College.

Educates and trains administrators, staff, faculty, students, and trustees on a wide range of legal topics, including changes in laws and regulations.

Assists in preparing, reviewing and approving institutional-level policies and procedures; assists in preparing and reviewing regulations, bylaws, and other documents with legal specialty areas for the College.

Responsible for identifying emerging higher education issues and appropriate responses thereto.

## **Vice President, Legal Affairs and General Counsel**

Drafts delegations of authority.

Provides guidance and assists administrators, faculty and staff with questions related to Sunshine Law.

Develops and maintains template documents and assists staff in preparing a variety of legal documents to include contracts, agreements, memorandums of understanding and other items as requested.

Undertakes proactive action to protect the College from exposure to litigation and other risk.

Responds to subpoenas and other requests for documents.

Procures, coordinates, and maintains excellent, cost-effective outside legal services in areas requiring specialized legal counsel.

Assists with bequests to the College, trust documents, grants, and special programs.

Counsels executives and administrators in Administrative Services, Human Resources, Public Safety, Facilities Planning and Management, Risk Management, Procurement and other departments in developing risk mitigation strategies and playing a key role in risk management activities, environmental health and safety, life safety, and building code and construction compliance. Assists administrators in taking due diligence to ensure the environmental health and safety of its campuses.

Assists in the negotiations for collective bargaining.

Confers with College administrators, faculty, employees, and student organizations on matters involving legal interpretation and decisions related to College activities, policy questions, operating problems, matters related to the Student Code of conduct, employee disciplinary proceedings, grievances and appeals and/or other human resources matters. Monitors and resolves disputes which may lead to litigation.

Advises on academic issues and policies such as intellectual property, domain ownership and licensing, and academic and disciplinary matters.

Supervises, coaches, counsels, and evaluates performance of assigned staff.

Monitors changes in state and Federal laws and rules that affect the operations of the College, reviews College policies and procedures, and drafts such revisions and new policies or procedures as may be required.

## **Vice President, Legal Affairs and General Counsel**

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

An earned LL.B. or J.D. from a regionally accredited law school and five (5) years legal or governmental/legislative experience.

Admitted and in good standing with The Florida Bar.

Exemplary record of personal and professional integrity and personal and professional accomplishments.

Knowledge of higher education law or demonstrated ability to develop quickly expertise in higher education law.

Demonstrated skill in interpreting applicable federal and state laws and county office policies and procedures.

Commitment to the philosophy and goals of Edison College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

## **Vice President, Legal Affairs and General Counsel**

### **Preferred Qualifications**

Experience in higher education, governmental relations or legislative affairs.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 13, 2009, Revised: February 1, 2011, February 28, 2012. April 2, 2012.