

Job Description

Position Title: General Counsel

Job Group: Executive Administration

Job Level Group: Executive Administrator

FLSA Status: Exempt

Position Summary:

The General Counsel is the chief legal executive responsible for providing a vision, strategic plan and tactical legal initiatives, programs and services and associated issues involved in carrying out the mission of Pima Community College; providing legal advice and support to the Governing Board, Chancellor, and PCC leadership (AVCs, Vice Chancellors/ Chancellor's cabinet, Presidents, Campus/District administrators) on business, legal, and public policy issues; and directing and coordinating the legal services provided by internal and external counsel for PCC. Oversees and manages the provision of all legal services to PCC to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law.

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. Serves as PCC's chief legal officer and advisor on all transactions and issues arising from programs and activities in the areas of governance, academic affairs, student affairs, financial management, facilities management, business management, and human resources.
2. In coordination with the VC of Institutional Integrity, share responsibility for ensuring that the programs and activities of PCC are conducted in compliance with applicable laws, statutes, codes, and regulations.
3. Evaluates the merits of court cases, regulatory inquiries, and other legal proceedings involving PCC; works with the appropriate executives to define strategic positions and/or defenses; advises regarding settlement of disputes.
4. Participates in the development of PCC policies, procedures, and related business documents. Advises the Governing Board, Chancellor, and executive staff on legal matters related to governance and the activities of the college.
5. Negotiates or manages the negotiations for the most complex and sensitive contracts, agreements, and settlements on behalf of PCC which are consistent with PCC interests, law, and relevant rules of professional responsibility.
6. Anticipates, identifies, and resolves legal issues of significance to PCC and risks that may adversely affect realization of PCC's educational and business objectives; advises executives and managers regarding the legal aspects of identified risks.
7. Assures adequate and appropriate systems and processes are in place to identify compliance violations; advises executives and managers regarding the legal aspects of their compliance systems, exposure, and decisions.

8. Identifies need and develops educational and training programs and activities to keep executives and managers informed of changes in the law and policy and to prevent errors in their application.
9. Develops a clearly understood framework for legal policies and practices within the Office of General Counsel; directs, manages, and evaluates the work and staff of the Office of General Counsel.
10. Regularly attends meetings of the Governing Board and Board committees to provide legal analysis and advice on legal and procedural matters.
11. Determines when matters should be referred to outside counsel; oversees the selection, retention, management and evaluation of all outside counsel; establishes, manages, and ensures compliance with the budget for outside legal services.
12. Functions as an integral partner within the Chancellor's senior leadership team.
13. Identifies financial needs and manages the budget of the Office of General Counsel.
14. 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) to Eight (8) 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 an 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