

General Counsel
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Chancellor, the General Counsel provides legal advice to the Board of Trustees, the Chancellor, and other officers and employees of the District. 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. The General Counsel serves as the District's staff attorney.

Examples of Duties

- Provides legal advice and legal opinion required in all areas of law affecting the District.
- Identifies, advises, directs and evaluates the work of outside contracted counsel, and prepares reports on all District legal services billings.
- Drafts and reviews agreements, leases, rentals, purchases, contracts, and instruments effecting transfers of property, and all other legal documents or instruments, as needed or requested.
- Attends and provides legal advice at all meetings of the Board of Trustees and other such meetings as the Board and the Chancellor may direct; and serves as the Board's parliamentarian.
- Provides liaison with other governmental entities in the area of legal affairs. Serves as a member of the Chancellor's executive staff.
- Serves as legal consultant in human resources matters and provides assistance to the District's negotiating teams in developing contracts with recognized employee organizations.
- Advises and assists in the development, review, revision, and distribution of District policies and procedures, legal forms and other documents.
- Consults with and advises the administrative staff on legal matters including employee and student grievances, complaints, and disciplinary matters.
- Supervises assigned staff.
- Performs other duties as assigned by the Chancellor.

Minimum Qualifications

- Possession of a Doctor of Jurisprudence (J.D.) Degree from an accredited college or university.
- Active member of the State Bar of California Association.
- Have five years of demonstrated successful experience as an attorney in the practice of law.

Desirable Qualifications

- Knowledge and experience in collective bargaining, education and/or governmental, labor, general business or contract legal issues at the postsecondary education level.

Knowledge and Abilities

Knowledge of:

- California Education Code and California Code of Regulations; California Public Contract Code; Federal and State Employment and Labor Law.
- 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.
- The principles and practices of educational and human resources administration, with an emphasis in public sector employment and labor law.
- Proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Ability to:

- Research and analyze data and information and develop, evaluate and present alternative recommendations.
- Prepare and initiate a program of litigation/legal exposure prevention.
- Monitor and coordinate all legal services utilized by the District.
- Communicate effectively both orally and in writing.
- Work efficiently with poise and tact.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom-Less than 25 percent = 1

Often-51-75 percent = 3

Occasional-25-50 percent = 2

Very Frequent-76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations
2	Ability to stand for extended periods of time
4	Ability to sit for extended periods of time
4	Ability to see for purposes of reading printed matter
4	Ability to hear and understand speech at normal levels
4	Ability to communicate so others will be able to clearly understand a normal conversation
4	Ability to lift 10 pounds
4	Ability to carry 10 pounds
4	Ability to operate office equipment

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

10/2009