



Job Title: Associate General Counsel

CLASSIFICATION DESCRIPTION

Department: Legal Services

Pay Grade: 119

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for administering assigned functions, reviewing internal legal matters of the College, and assisting with litigation proceedings and other internal legal processes. Duties include: developing strategies to accomplish goals; implementing policies and procedures; monitoring assigned budget; advising the College administration on higher education legal issues; reviewing and negotiating contracts; and working with Facilities and Risk Management on legal matters. Duties may also include supervising assigned employees or student workers.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Directs assigned staff including: 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.
- Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.
- 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.
- Examines items and issues within College to determine and evaluate legal ramifications; prepares responses to legal items and issues; and renders legal advice and assistance on legal matters.
- Renders legal advice on personnel matters; reviews and advises departments concerning records production pursuant to subpoenas and public records law.
- Prepares responses to audit and compliance reporting requirements; reviews and researches applicable laws and evaluates impact on the College.
- 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

Prepared: February 2023

- Prepares and/or reviews reports, contracts, proposals and studies; makes recommendations on a wide variety of administrative or management policies
- Administers and monitors Department budget including allocation of resources and approval of expenditures.
- Writes legal memorandum and articles on behalf of the College; drafts contracts, leases, agreements, and other documents for Facilities; reviews affidavits and contractor lien waivers for final payments as needed.
- Assists in the development and review of documents related to solicitations and bids.
- Provides legal advice to Risk Management related to insurance and claims.
- Assists General Counsel.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

LLB (Leggum Baccalaureus or Bachelor of Law) or JD (Juris Doctor, Doctor of Jurisprudence or Doctor of Law); three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Law pertaining to educational institutions especially in areas of contracts, employee relations (workers' compensation, insurance, unemployment compensation, labor), students, faculty, and liability.
- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Marketing principles;
- Negotiation and mediation techniques;
- Workforce trends in targeted regional industry sectors preferred;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility; and
- Computers and related software applications including customer relationship management (CRM).

Skills in:

- Leadership and persuasion;
- Analyzing;
- Solving problems;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Organizing;
- Mediating and resolving conflicts;
- Marketing and social media;
- Managing time;
- Customer service;
- Following through;
- Writing technical procedures, policies, grants, contract, and other detailed materials; and

- Communications, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Influence others;
- Work collaboratively with colleagues and staff to create a high-quality results-driven, team-oriented environment;
- Lead a team;
- Build, close and maintain a pipeline of clients/partners through networking, prospecting and closing deals;
- Manage multiple priorities and projects;
- Identify specific needs and challenges of clients and partners;
- Prioritize and assign work;
- Interpret and apply laws, rules, and regulations;
- Interpret and understand technical and statistical information; and
- Cultivate and maintain relationships.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

License to practice law in Florida.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	

Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.