

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>ASSISTANT GENERAL COUNSEL</u>		
Unit:	<u>01-Unrepresented</u>		
Class Code: <u>032</u>	Grade: <u>84</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Physical Class:	<u>2-Light</u>		
Department(s): <u>Legal</u>	<u>/</u>	<u>/</u>	
Reports to:	<u>General Counsel</u> /		

JOB SUMMARY

Manage staff and assist the General Counsel in the administration of the Legal Department. Perform the most complex legal functions requiring a high degree of proficiency and expertise. Manage staff activities to ensure that they are in compliance with applicable laws, regulations, policies, and procedures and that Metropolitan's mission, goals, and objectives are met.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assist in the planning, organizing, and management of the department's activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. Manage staff through subordinate supervisors, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee development are met.
3. Direct the preparation of contracts, leases, resolutions, legal opinions, ordinances, amendments, and other documents to ensure that they meet internal guidelines and objectives and conform with applicable laws and regulations.
4. Represent Metropolitan on the most complex agreements, negotiations, administrative proceedings, and litigation. Direct the preparation of or prepare materials, documents, and plans related to legal assignments to ensure that the presentation of Metropolitan's position is complete, accurate, legally sound, and supports the agency's near and long-term strategic objectives. Conduct the most complex litigation.

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Assistant General Counsel**

5. Direct complex projects that may encompass substantial capital improvements; special local, regional, or state-wide task forces; and joint ventures with member agencies and other external entities to ensure the successful and timely completion of project plans.
6. Act in an advisory capacity to Metropolitan management and the Board of Directors to ensure that Metropolitan's interests are protected.
7. Supervise administrative duties related to budget development and administration, approval of Board letters, and the preparation of annual business plans for the Legal Department to ensure timely and cost-effective accomplishment of related activities.
8. Perform other related duties as required.
9. Maintain mutually beneficial working relationships with external contacts. Serve in an advisory capacity on ad hoc and formal committees and task forces in order to represent Metropolitan's interests.
10. Serve as Acting General Counsel in his absence.

MINIMUM QUALIFICATIONS

Education and Experience

- Juris Doctor Graduate degree from an accredited law school and 12 years of progressively responsible, directly related experience in managing highly complex legal activities related to administrative law, contracts, natural resources and water rights, and participation in court and administrative proceedings in federal and state courts, 4 years of which must have been at the supervisory/ managerial level;

OR

- Such experience as the General Counsel deems appropriate.

CERTIFICATES, LICENSES, AND REGISTRATIONS

California Bar Association

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of :

- Management/supervisory concepts and techniques
- Budgetary concepts and procedures
- Principles, policies, and procedures related to administrative law
- Contract law particularly related to natural resource and water rights
- Administrative proceedings and trial practice in state and federal courts, or equivalent expertise in complex transactions or another legal specialty
- Dispute resolution

Job Title: Assistant General Counsel

Job Code: 032

Revised Date: 10/26/04

Salary change Grade 82 to 84 per Board Letter 8-8 dated 10/12/04

Supersedes Assistant General Counsel dated 8/20/04

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- California water agency relationships and governance

Skill and ability to:

- Manage a diverse workforce
- Prepare and deliver clear, concise, and well-organized presentations to a wide variety of audiences including management, the Board of Directors, outside attorneys, arbitrators, state and federal courts, and government regulatory agencies
- Prepare or direct the preparation of detailed complex verbal and written communications on a wide variety of legal issues related to administrative, natural resources, and/or water rights law
- Conduct litigation or transactions involving the most complex or controversial issues
- Develop organizational goals and objectives and direct their implementation

PERRFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget
- Cost effective legal representation
- Productivity measures for department
- Customer satisfaction
- Mutually beneficial working relationships with external regulatory and government agencies and member agencies
- Employee development to meet Metropolitan near- and mid-term needs
- Outcome of litigation
- Selection and retention of work force to meet Metropolitan diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Mid-sized work group of approximately 30 to 40 employees

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