



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT GENERAL COUNSEL

<b>Group-Section:</b> General Counsel	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 78 <b>Job Code #:</b> Z55
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### 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.

### OVERSIGHT

**Supervision Received:** Receives direction from the General Counsel.

**Supervision Given:** Mid-sized work group of approximately 30 to 40 employees

### JOB DUTIES

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.
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.

## **EMPLOYMENT STANDARDS 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.

**Required 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; California water agency relationships and governance

**Required Skills and Abilities 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

### **Certificates, Licenses and Registrations Requirements:**

- California State Bar Member (member in good standing, with either active membership or the ability to activate membership prior to employment).

### **Desirable Qualifications**

None

## **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Assistant General Counsel

Job Code: Z55

Adopted: 12/09/12

Revised: 09/08/14

Supersedes: 12/09/12

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**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.