



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## LAW OFFICE ADMINISTRATOR

<b>Group-Section:</b> General Counsel	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 59 <b>Job Code #:</b> Z30
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### JOB SUMMARY

Supervises the Legal Department's support staff and administrative support functions.

### OVERSIGHT

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

**Supervision Given:** Manages a staff of professionals, technicians, paraprofessionals and administrative support.

### JOB DUTIES

1. Manages the preparation and analysis of the departmental O&M/Capital budgets to ensure compliance with corporate strategic plan and departmental objectives; manages analysis of cost variance and cost benefit; reviews monthly cost reports; and contributes to cost-effective management throughout the department.
2. Recommends and monitors compliance with departmental policies to ensure applicable laws, regulations, and generally accepted law office practices are adhered to.
3. Develops the departmental annual business plans, quarterly reports, and semi-annual updates of the business plan for the Board.
4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling and performance assessment; reviews work for thoroughness and adherence to standards; assesses employees' competencies and develops training plans.
5. Manages the department's financial functions, including procurement, contracts administration and accounts payable.
6. Oversees the department's information systems management, including systems development, information services, document management and retrieval, and legal practice systems.
7. Assists the General Counsel in managing attorney resources, such as serving as department liaison on recruitments, maintaining confidential department personnel files, and providing assistance in a variety of confidential matters.
8. Manages administrative services such as drafting board letters and presentations; managing contracts and software agreements; manages purchasing activities, technology resources, document management, law library, electronic legal research needs, facilities requirements and matter management.

9. Manages projects relating to the operation of the department. Serves as the department's representative on District projects and/or committees.
10. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

A bachelor's degree from an accredited college or university and eight years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Legal procedures, terminology, law office administration practices and principles; management principles and practices; supervisory methods and techniques; principles of budget, cost monitoring, accounting and financial management; human resources management; contract administration; procurement; information technology concepts and practices; report writing; practices and principles of strategic planning; performance measurement tools and metrics.

**Required Skills and Abilities to:** Perform financial analysis; review work products for detail and adherence to guidelines; interpret and analyze results; mentor, develop and motivate staff; use business applications; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the department; effectively communicate orally and in writing on administrative and technical topics; perform a variety of analytical functions; ensure adequate support resources for attorney staff; represent District to public agencies, regulatory bodies, special interest groups and members of the public; prepare presentations for executive management; establish collaborative working relationships with all levels.

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

None

#### **Desirable Qualifications**

- Experience in working in a legal environment, preferably in a supervisory capacity.

### **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.

**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.