

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT DISTRICT COUNSEL

GENERAL FUNCTION:

Under direction of District Counsel, serves as Assistant District Counsel providing legal guidance and representing the District in legal matters.

ESSENTIAL FUNCTIONS:

Perform legal research and prepare written and oral advice on various legal problems and issues. Confer with and provide assistance to division and department heads in establishing departmental policies by applying legal standards and procedures, recommend changes in policies and procedures in order to meet legal requirements. Prepare, draft and review claims, lawsuits, ordinances, resolutions, contracts and agreements, deeds, leases, licenses and easement agreements and other legal documents, and offer opinions as to legal acceptability/ consequences when presented to District for consideration by outside parties or agencies.

Coordinates with District Counsel and the District's legislative advocates on draft legislation and legal positions on statutory and regulatory issues at the State and Federal levels. Resolves internal problems and issues and coordinates with other District divisions and departments on broader problems and issues.

Serves as District representative to a number of external governmental organizations assuring that the District's financial and legal interests receive maximum attention and decisions are consistent with overall District strategic planning. Representational duties also include contacts with elected officials, business, judicial and special interest groups requiring significant interpersonal communication skills when issues are conflicted and maintaining the District's positive public image is critical. May be required to attend Board or Board committee meetings as directed by District Counsel.

Serves as a member of the District's senior management staff. Provides legal expertise critical to the legal sufficiency of District plans and activities; the potentially serious financial impact of successful lawsuits, claims and contract disputes and the general public's overall perception of District management.

MINIMUM QUALIFICATIONS:

Education: A Juris Doctor's Degree from an accredited college or university; and

Experience: Four years of increasingly responsible professional level experience in public sector law in either private practice or with a public entity. Preferred areas of expertise include construction, contract, environmental, labor, municipal, real property and tort law. Additional experience in workers' compensation, insurance, risk and safety management is desirable.

Substitution: An advance legal degree or training may be accepted as an equivalent to a maximum of two of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public sector law, especially in the areas of real property, construction law, tort, environment, contract, labor and municipal law. The ability to manage and prioritize a broad array of legal, policy, and practical issues typically under time constraints. General understanding of risk and safety management practices. Must possess significant knowledge of general management and supervisory principles and practices, and sound judgement and leadership skills. Well developed persuasive verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. In addition, must possess, or be able to obtain during first year of employment, current and continuous membership in good standing in the State Bar of California.

REPORTS TO: Assistant General Manager for Legal Affairs/ Risk Management/District Counsel