

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT GENERAL MANAGER FOR LEGAL AFFAIRS AND RISK MANAGEMENT/DISTRICT COUNSEL

GENERAL FUNCTION:

Under general direction, manages the District's legal, risk, safety, workers' compensation, insurance and unemployment programs. Personally serves as District Counsel providing legal guidance and representing the District in all legal matters. Also serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management.

ESSENTIAL FUNCTIONS:

Exercises exclusive responsibility for legal advice and counsel to the General Manager and the District's management and operating staff. Personally provides legal guidance as needed and/or selects, assesses performance and billing practices of outside legal counsel and consultants. Typical legal matters include claims, lawsuits, contracts, licenses and easement agreements. Reviews all draft legal documents, i.e., leases, ordinances, contracts and agreements, etc. for legality and clarity and provides advice to management on the legal consequences and potential opportunities of District activities. Coordinates with the General Manager and the District's legislative advocates on draft legislation and legal positions on statutory and regulatory issues at the State and Federal levels.

Exercises oversight of the District's Risk and Safety Program through a subordinate program manager. Exercises second level supervision over a small staff of administrative, technical and support employees and a contracted third party workers' compensation administrator. Functions performed include handling all public and employee liability/compensation issues; procuring liability, property and health and any specialty insurance coverage; workers' compensation and unemployment insurance; and administering an effective workplace safety program. Assures that operational risks to the public and employees and associated costs are held to a minimum. Assess specific incidents and/or trends to effectively manage resources and recommends changes in practices and procedures to avoid future occurrences. Manages through coordinated leadership assuring the Division meets specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for managing a moderate combined legal and risk management Operating and Capital Budget and develops, justifies and defends proposed budget submissions. In addition, manages significant additional resources for contracted legal services, litigation cost, and insurance premiums. Resolves internal problems and issues and coordinates with other District organizations on broader problems and issues.

Individually 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. Must attend board meetings.

Serves as a member of the District's senior management staff. Chairs or serves on several key planning groups that provide critical input to the General Manager and/or Board of Directors on long term operational and financial plans and strategies that will achieve fiscal solvency and meet the District's vision for the future. Provides legal expertise critical to the legal sufficiency of District plans and activities and the potentially serious negative 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: Eight years of increasingly responsible professional level experience in public sector law. Preferred areas of expertise include real property, tort, insurance, workers' compensation, environmental, contract, labor and municipal law. Additional experience in risk and safety management is desirable.

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

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public sector law, especially in the areas of real property, tort, insurance, workers' compensation, 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 specific 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 membership in good standing in the State Bar of California.

REPORTS TO: General Manager

Employment Category: Management, Range MG08
Replaces "District Counsel"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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