

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: General Counsel

DEFINITION

Under policy direction, the General Counsel plans, organizes, directs and reviews the activities and operations of the Office of the General Counsel including advising the General Manager, Board of Directors, and Department Directors on legal transactions and activities of the District; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The General Counsel duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Office of the General Counsel, as well as functional authority/responsibility for overseeing legal and administrative functions of the District. This is an at-will position under contract with the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the Board of Directors. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of legal, property management, and right-of-way activities.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the Office of the General Counsel budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implement mid-year adjustments.

CLASS TITLE: General Counsel

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Counsels and represents the General Manager, Board of Directors, and the District in legal transactions and events involving District interests and activities.

Represents the District, its Officers, and employees in litigation and administrative hearings.

Secures and manages the services of outside counsel and consultants in transactions and litigation involving the District.

Researches, prepares and presents legal reports to the General Manager, Board of Directors, and Department Directors.

Reviews proposed contracts, insurance policies, and other documents affecting the District.

Conducts complex legal research; renders legal opinions to the General Manager, Board of Directors, and Department Directors as required; analyzes legislation affecting District activities.

Represents the Department and District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical, legal, and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of local agency government law including California water, environmental, labor/employment, and public contract law. Principles and practices of legal research. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration.

Skill/Ability to:

Plan, direct and control the administration and operations of the Office of the General Counsel. Prepare and administer department budgets. Develop and implement department policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed

CLASS TITLE: General Counsel

actions and implement recommendations in support of goals. Interpret and apply California law and District and department policies, procedures, rules and regulations. Manage and direct outside counsel and consultants. Research, understand, apply and communicate complex legal issues. Effectively advise the General Manager, Board of Directors, and Department Directors on legal matters affecting the District. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved municipal or other government law including trial experience; including three years in a management capacity.

Education:

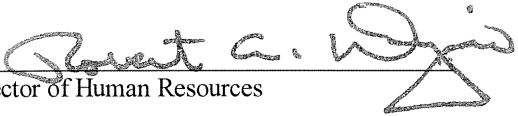
A Juris Doctorate from an accredited law school.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Active membership in the State Bar of California.

 Director of Human Resources	<u>5/26/10</u> Date
Established: 08/18/2009 Revised: 05/26/2010 FLSA: Exempt Unit: Executive, Non-Safety	