

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Senior Deputy General Counsel**

**DEFINITION**

Under general direction plans, organizes, directs and supervises a variety of legal functions within the Office of the General Counsel which includes providing comprehensive legal representation for the District on a wide variety of legal matters including the District's contract management function; conducts legal research, prepares opinions, memoranda, administrative rules and regulations and other legal documents; and performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

The Senior Deputy General Counsel level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Counsel. Exercises direct supervision over assigned professional, technical, and administrative support personnel.

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

Develops and implements goals and objectives related to assigned functions; establishes schedules and methods for contract management and legal activities; implements policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in District contract management functions for the District.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Assists General Counsel in developing and administering budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Recommends to General Counsel the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Examines and analyzes court rulings and legislation with regard to their effect on District operations.

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

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Prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; offer opinions as to legal acceptability when presented to the Board of Directors for consideration by an outside agent or agency.

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

Oversees the development of a variety of professional and service contracts; reviews and approves contracts.

Conducts complex legal research; renders legal opinions to the General Manager, Board of Directors, and department managers as required.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

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 supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

#### Skill/Ability to:

Organize, implement and direct contract management and legal activities. Interpret and apply California law and District and department policies, procedures, rules and regulations. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned operations. Oversee and direct outside counsel and consultants. Research, understand, apply and communicate complex legal issues. Effectively advise the General Manager, Board of Directors, and department managers on legal matters affecting the District. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical

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information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a 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:

Seven years of increasingly responsible experience in municipal or other government law; including two years providing technical and functional supervision over assigned personnel.

Education:

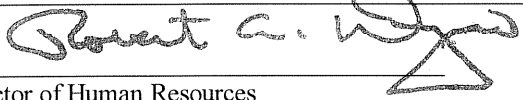
A Juris Doctorate from an accredited law school.

**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.

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