



Position Title:	Legal Counsel		
Reports To:	College Provost		
Department:	Legal Affairs	Job Code:	0118-01
Prepared By/Date:	Jennifer C. Brito/6-8-2009	Job Group:	PEC
Approved By/Date:	Dr. Rolando Montoya/8-11-2010	Salary Grade:	19
Revised:	Jennifer C. Brito/8-20-2010	FLSA Status:	Exempt

Summary:

Serves as legal officer and is responsible for all legal matters affecting the College.

Essential Duties and Responsibilities:

- Oversees the College's legal matters in numerous areas of law including, education and public sector law, student matters, employment and labor law, contract negotiations, technology-related matters, commercial transactions, real estate and leasing matters, grants, inter-governmental matters, purchasing and construction related matters, and administrative and legislative matters
- Supervises legal staff and administrative matters, conducts legal research, contributes to the resolution of management/staff legal issues, and assigns work to external lawyers when necessary
- Interacts closely with district administration, campus presidents, and their respective management teams.
- Reports on matters requested by the District Board of Trustees and the College's Executive Committee
- Provides guidance, advice, and interpretation of the law to executive management team
- Directs operations of the College Legal Department, including budget reviews, staff evaluations, and establishing goals and setting priorities
- Coordinates activities with various governmental agencies
- Oversees litigation by the outside counsel and associated expenses
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of contract law, technology law, real property law, intellectual property law, labor law
- Knowledge in a variety of education related areas of law.
- Knowledge of contracts and grants preparation and management.
- Knowledge of principles and procedures of complex legal research.
- Strong Interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in examining and re-engineering operations and procedures, formulating policy and developing new strategies and procedures.
- Skill in providing guidance and advice on legal/policy matters and legislative issues.
- Skills in employee development and performance management.
- Strong Leadership skills that promote dedication, creativity, innovation and growth.
- Ability to maintain awareness of legal matters within the department.
- Ability to evoke historical information and data on MDC legal matters.

- Ability to examine College operations, policies, and procedures and provide guidance on development and revision.
- Ability to draft and negotiate contracts in all areas of law.
- Ability to provide legal guidance to faculty Union members.
- Ability to use strong investigative and analysis skills in order to draw conclusions.
- Ability to create, compose and edit legal opinions and other written materials.
- Ability to interact with officials at all levels of government.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Juris Doctorate Degree from an accredited institution and posses membership in the Florida Bar and a minimum often (10) years of legal experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name