

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GENERAL COUNSEL/DIRECTOR OF GOVERNMENTAL RELATIONS

PAY GRADE: A-19

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the conduct, review, coordination, and management of the internal and external legal affairs of the College and the CF Foundation; the oversight of the formulation, review, and approval of policies and procedures of the College and the CF Foundation; and local, state, and federal governmental relations matters.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: LL.B. or J.D. from an ABA/AALS accredited law school; and current Florida Bar member in good standing required. Eligible to register as a legislative/executive branch lobbyist required.
2. Years of experience in field: Minimum of three years of legal experience required.
3. Special skills or abilities related to position: Knowledge of law pertaining to educational institutions, especially in the areas of public agency contracts, non-profit corporation law, employment law, student rights, and administrative law preferred. Governmental relations experience preferred. Possess exceptional written and verbal communications skills, including the ability to collect, organize, analyze, and present legal and general information in a meaningful manner.

ESSENTIAL JOB FUNCTIONS:

1. Assumes responsibility for the coordination of all internal and external legal affairs of the College and the CF Foundation.
2. Provides and manages the provision of legal and policy advice and assistance to College administration, the District Board of Trustees and the CF Foundation Board of Directors concerning appropriate legal matters.
3. Acts as legal counsel for the College and the CF Foundation in all administrative and court proceedings unless such representation is effected through outside counsel.
4. Under the supervision of the President, appoints, supervises and manages the activities of staff and outside legal counsel for the College in the conduct of legal matters and litigation involving the College and the CF Foundation.
5. Serves as liaison between the College and attorneys adverse to or representing the College's District Board of Trustees or the CF Foundation Board of Directors.
6. Designs and implements programs and legal audits for legal risk mitigation.

ESSENTIAL JOB FUNCTIONS (continued):

7. Reviews federal and state laws, rules, and guidelines and other policies which may affect the operation of the College and works with appropriate College administrators to ensure College compliance.
8. Collaborates with various campus constituency groups to monitor, develop, draft, and assist in the implementation of programmatic and policy enhancements and "best practices," consistent with the College's values, vision and mission, and as required by changing environments, technological advances and appropriate service and delivery strategies.
9. Monitors changes in state and federal laws and rules that affect the governance and operation of the College, reviews College policies and procedures, and drafts such revisions and new policies or procedures as may be required.
10. Develops budget and overall strategy for the efficient operation of the College's legal department and governmental affairs department.
11. Oversees, through the Office of Administration and Finance, bad debt and collection cases for the College.
12. Assumes responsibility for the interpretation, coordination, preparation, negotiation, and management of legal matters involving faculty, staff, and students including but not limited to College governance, employment, intellectual and real property, facilities, agreements, and contracts.
13. Monitors and coordinates in collaboration with Human Resources the receipt, investigation, and resolution of discrimination complaints received by the EEOC and the FCHR; the planning, development, and provision of training on equal opportunity-related issues; and the review of faculty and staff recruitment processes and appointments to ensure compliance with laws and policies.
14. Responsible for developing and evaluating new legislation and legislative initiatives; reviewing existing legislation and legislative initiatives; and identifying emerging higher education issues and appropriate responses thereto.
15. Designs and coordinates ongoing legislative campaigns of programs, events, personal visits, and written and graphic information aimed at enhancing the College's political effectiveness by creating an informed, loyal, and engaged local legislative delegation, business community, and College community.
16. Engages as a liaison active with other federal, state, and local agencies, organizations, and associations, including monitoring and providing information to the Federal and State Legislators, Governor's Executive Cabinet, the State Board of Education, OPPAGA, the Division of Florida Colleges, the Council of Presidents' Policy and Advocacy Committee, and other local, state, and national organizations to further the legislative issues of the Florida College System.
17. Collects, organizes, and prepares legal memoranda, periodic reports, details of legislative issues, and other information as directed by the President.
18. Serves as a member of the President's Executive Leadership Team.
19. Attends all regular and special meetings and workshops of the District Board of Trustees.
20. Collects and coordinates responses for requests of public information.
21. Serves on College and external task forces and committees.
22. Collaborates on large-scale projects and resource development.
23. Requires regular and recurring overnight, out-of-district travel.
24. Requires a valid Florida Driver's License.

ESSENTIAL JOB FUNCTIONS (continued):

25. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and office of the Vice President of Administration and Finance.
26. Performs other duties and projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Routinely requires ability to operate a motor vehicle for extended periods of time.
- Routinely requires walking, standing, bending, reaching up.
- Routinely requires manual dexterity to operate standard office machines, such as, computer, copier, fax, calculator, telephone, and other equipment as necessary.
- Routinely requires light (up to 15 pounds) lifting and carrying.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus.

SUPERVISOR OF POSITION: College President