



Job Description

Job Title: General Counsel

JTC: ANR

Salary Range: A95

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Under the Direction of the Chancellor, the General Counsel provides legal advice to the Board of Trustees, the Chancellor, and the officers and leadership of the District. Represents the District in litigation, mediation and administrative proceedings by negotiating between parties and participating in the trial of cases of major importance to the District's educational programs, and administrative and financial functions. The General Counsel serves as the District's staff attorney.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Legal experience working within a higher education environment that provides legal consultation to higher education administration, board of trustees, Chancellor, leadership and employees of the district. Experience in legal matters in an academic setting and knowledge of Texas Higher Education Codes and Texas laws, labor relations, contract negotiations, grievance management, Title IX, discrimination cases, etc.

Ability to assess and diffuse problem situations and experience influencing others to reach consensus. Demonstrated cultural competence with an understanding of inclusion and diversity issues in the workplace. Ability to manage and complete numerous assignments and multiple projects simultaneously with close attention to detail and prioritization to meet deadlines in a fast-paced environment.

Must work collaboratively with all key constituencies and departments on campus and have a deep understanding of the organizational culture and decision-making processes within a higher education environment. Must have tact and diplomacy to handle difficult customer situations. Demonstrated leadership skills, including strong team building and motivation skills.

Demonstrated capacity to negotiate and facilitate processes in a collegial manner, with strong organizational, time management and resource management skills. Experience providing guidance/advise on legal, policy, and legislative issues.

Must be a strong communicator who can draft, edit and review legal opinions and other written materials so that it is accurate and clear to both legal and non-legal audiences. Oral and written communication skills to support interaction between the DCCCD, governmental agencies and other higher education entities as well as DCCCD faculty and staff from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Completion of a Doctor of Jurisprudence (J.D.) degree from an accredited college or university. Active member of the State Bar of Texas. Minimum of five years of demonstrated successful experience in the employment by or representation of a municipality, county, public community college or public institution of higher education with an emphasis on employment law. Official transcripts are required. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Renders legal advice, and responds to routine inquiries from the Board, District and college leadership in the form of written legal opinions and participates in related discussions across all functional areas of the DCCCD. Confers with legal counsel of other governmental agencies and the local community concerning matters affecting the District. Anticipates District impacts and makes recommendations. Reviews federal laws and regulations, state laws and regulation and Board policies decisions as they may impact the operation of the District and its colleges.

Provides counsel on legal matters relating to legislative activities. Conducts official elections to serve the needs of the organization. Acts as District liaison to college police departments in official matters relating to police and chairs the District Law Enforcement Council. Prepares responses to legal items and issues and represents the District and its colleges in the adjudication of these matters, including public information and open records requests.

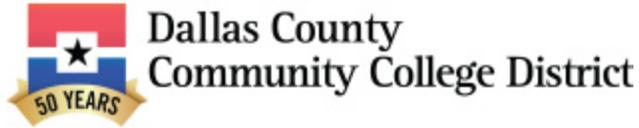
Supervises the activities of the District Internal Audit Staff and performs legal audits when necessary. Supervises District Risk Management, working to minimize liability and maximize safety and security for students, employees and citizens. Identifies, retains, advises, directs, and evaluates the work of outside contracted counsel, and prepares reports on all District legal services billings.

Drafts and reviews agreements, leases, rentals, purchases, contracts, and instruments effecting transfers of property, and all other legal documents or instruments, as needed or requested. Serves as legal consultant in student and human resources matters, including grievances, complaints, and disciplinary matters. Maintains the official District policy and procedures. Designs and monitors the process for review, revision, and distribution of District policies and procedures, legal forms, contracts, and other documents.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural DCCCD college community network.

Supervises assigned staff.

Performs other duties as required.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position.

Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.