



The Los Angeles Community College District

Invites applications for the senior administrative position of

GENERAL COUNSEL



The Los Angeles Community College District is the nation's largest community college district with more than 10,000 employees and an enrollment of approximately 134,000 students per semester. The District's nine accredited colleges serve the residents of more than 36 cities and communities over 900 square miles of Los Angeles County. LACCD offers student transfer education to four-year colleges and universities, associate degrees, career education and a diversity of workforce certificate programs.

Application Deadline:
September 24, 2021

HOW TO APPLY

Interested applicants are encouraged to submit an application package through our online employment system:

<https://jobapscloud.com/LACCD/sup/BulPreview.asp?R1=21&R2=1016&R3=001>

CONTACT INFORMATION

Personnel Commission Office

Email: class_jobs@laccd.edu

Business Hours: Monday to Friday, 7:30 a.m. to 4:30 p.m.



THE POSITION

The General Counsel serves as the chief legal officer and advisor to the Board of Trustees, Chancellor, Personnel Commission, and senior management; provides executive leadership over all District strategic and tactical legal initiatives, programs, and services; and manages the work of the District's internal legal team and contracted external counsels including bond construction counsel.

DUTIES AND RESPONSIBILITIES OF THE POSITION

Serves as the District's chief legal officer and advisor on all transactions and issues arising from programs and activities in the areas of governance, academic affairs, student affairs, financial management, facilities management, information technology business management, and human resources.

Assumes responsibility for ensuring that the programs and activities of the District are legally conducted in compliance with applicable laws, statutes, codes, and regulations.

Assesses the merits of court cases, regulatory inquiries, and other legal actions filed against or on behalf of the District; works with the appropriate executives to define strategic positions and/or defenses; recommends and approves settlements of disputes where warranted.

Participates and advises in the development of District policies, procedures, and related business documents.

Advises the Board of Trustees, Chancellor, and executive staff on legal matters related to governance and the policies, programs, and projects of the District.

Negotiates the most complex and sensitive contracts, agreements, and settlements on behalf of the District which are consistent with District interests, law, and relevant rules of professional responsibility.

Identifies, anticipates, analyzes, and responds appropriately to risks which have legal implications that may adversely affect realization of the District's educational and business objectives; advises executives and managers regarding the legal aspects of their exposure to identified risks.

Assures adequate and appropriate systems and processes are in place to identify compliance violations; advises executives and managers regarding the legal aspects of their compliance systems, exposure, and decisions.

Identifies need and develops educational and training programs and activities for the purpose of keeping executives and managers informed of the latest changes in the law and policy and to prevent errors in their interpretation and application.

Develops a clearly understood framework for legal policies and practices within the Office of General Counsel; directs, manages, and evaluates the work and staff of the Office of General Counsel.

Regularly attends meetings of the Board of Trustees and Board committees to provide legal analysis and advice on legal and procedural matters.

Oversees the selection, retention, management and evaluation of all outside counsel; establishes, manages, and ensures compliance with the budget for outside legal services.

Functions as an integral partner within the chancellor's senior leadership team.

Identifies financial needs and manages the budget of the Office of General Counsel.

Performs related duties as assigned.



MINIMUM QUALIFICATIONS

EDUCATION AND LICENSURE

A Juris Doctor degree from an accredited American Bar Association school of law; and
License to practice law in the State of California; and
Membership in good standing with the California Bar Association.

EXPERIENCE

Five years of full-time, paid experience in the practice of law which included:

- Responsibility for managing a legal team of attorneys and related support staff
- Experience working on matters related to corporate governance and a broad range of business functions
- Experience in working directly with governing board members
- Experience in educational and/or public sector law
- Experience in the legal aspects of facilities management and/or supervising lead construction counsel

Special: Must maintain active bar membership in good standing throughout employment with the Los Angeles Community College District. Possession of a valid Class C California driver's license must be obtained within 10 days of establishing residency in the State of California. Travel to locations throughout the District is required.

ADDITIONAL QUALIFICATIONS

The successful candidate is expected to have knowledge of legal principles, practices, and procedures related to civil, constitutional, contract, employment, administrative, and business law; methods, procedures, and practices used in the conduct of civil litigation; judicial procedures and rules of evidence; methods of legal research; fact-finding methods and procedures; methods and techniques for evaluating legal risks and liabilities and the business and practical consequences of related legal strategies; methods and techniques used to effectively manage and contain legal expenses and costs; business practices and legal aspects of corporate governance, academic affairs, student affairs, financial management, facilities management, business management, information technology, and human resources; capabilities of computer systems and applications applicable to assigned areas of responsibility; provisions of federal, state, and local legislation, statutes, codes, procedures and court decisions related to community college education and operations; mission, goals, organization, and key personnel of the District; District Board Rules and administrative policies; principles of business and public administration; leadership and management skills; principles of public and community relations; and principles of training, team building, and managing a legal team.

The successful candidate is expected to be able to formulate a clear organizational vision, strategic plan, and appropriate operational goals, objectives, and outcomes for the legal services of the District; administer legal services of the District in a manner that is data and principle driven, manages risk and exposure, insures compliance, attains cost management goals, and achieves organizational effectiveness; successfully navigate and thrive in a multi-campus institution context through persuasion, influencing others, consensus, and effective communication; establish and implement a comprehensive program of reporting and communication; develop and implement the operating policies and procedures to insure organizational effectiveness and compliance with performance standards and goals; anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events; recognize the critical elements of problems, develop and evaluate data, and determine solutions; read an audience or situation and be attuned to the needs and concerns of clients and stakeholders; evaluate program operations and personnel; prepare and present effective oral and written communications, presentations, and reports; effectively communicate highly technical information concisely and in understandable terms; establish and maintain effective working relationships with industry representatives, officials of public and private organizations, internal stakeholders, and the public; support business needs and innovation through the use of information technology systems; project executive presence including gravitas, integrity, confidence, political acumen, and poise under pressure; maintain moral and ethical standards that reflect trust, honesty, integrity, credibility, and reliability; and travel to locations throughout the District.



SALARY

The salary for this position ranges from \$18,184.37 to \$21,352.83 monthly (\$218,212.44 to \$256,233.96 annually).

BENEFITS

- District-paid medical, dental, and vision insurance plans for employee and dependents
- \$50,000 District-paid life insurance policy
- 12 full-pay days and 88 half-pay days of illness leave
- A minimum of 15 paid holidays per year
- 24 days of vacation annually
- Public Employees Retirement System
- Employee Assistance Program

VACANCY AND SELECTION PROCEDURES

A current vacancy exists at the Educational Services Center, 770 Wilshire Boulevard, Los Angeles, CA 90017. A selection process will be administered for this senior administrative position which may consist of a training experience evaluation and/or technical oral interview. Candidates who have been found qualified through this process will be placed on an unranked eligibility list.

COLLEGES OF THE DISTRICT

East Los Angeles College

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Los Angeles City College

855 N. Vermont Avenue, Los Angeles, CA 90029

Los Angeles Harbor College

1111 Figueroa Place, Wilmington, CA 90744

Los Angeles Mission College

13356 Eldridge Avenue, Sylmar, CA 91342

Los Angeles Pierce College

6201 Winnetka Avenue, Woodland Hills, CA 91371

Los Angeles Southwest College

1600 W. Imperial Highway, Los Angeles, CA 90047

Los Angeles Trade-Technical College

400 W. Washington Blvd., Los Angeles, CA 90015

Los Angeles Valley College

5800 Fulton Avenue, Valley Glen, CA 91401

West Los Angeles College

9000 S. Overland Avenue, Culver City, CA 90230

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District is an equal opportunity employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status.

2021-2022 LACCD BOARD OF TRUSTEES

Steven F. Veres, President • Gabriel Buelna, Ph.D., Vice President • David Vela, 2nd Vice President Mike Fong • Andra Hoffman • Nichelle Henderson • Ernest H. Moreno • Coraima Martinez, Student Trustee

LACCD ADMINISTRATION

Francisco C. Rodriguez, Ph.D., Chancellor • Melinda A. Nish, Ed.D., Deputy Chancellor
Ryan M. Cornner, Ed.D., Vice Chancellor, Educational Programs and Institutional Effectiveness
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer • Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer
Jeffrey M. Prieto, J.D., General Counsel • Rueben C. Smith, D.C.Sc. Vice Chancellor/Chief Facilities Executive