



Job Description

Position Title:	General Counsel
Classification:	General Counsel
Pay Grade:	Level 3
Department:	Legal
Employment Status:	At-Will
Position Reports To:	Executive Director/CEO
Positions Supervised:	All staff in the legal department
Judgment Exercised:	Extensive and significant
Overtime Status:	Exempt

Position Summary

Serves as the Chief Legal Advisor for the League of California Cities ("Cal Cities") and reports to the Cal Cities Executive Director/CEO. Manages the provision of legal services to maximize legal compliance and mitigate risk. Oversees the Legal Advocacy Program, through which Cal Cities advocates on behalf of California cities in the courts. Oversees the staffing of the City Attorneys Department of Cal Cities. Duties include, but are not limited to:

- Provides expert and strategic legal advice to Cal Cities and makes recommendations on a wide variety of complex legal, legislative, and regulatory matters.
 - Fulfills a key leadership role at Cal Cities and serves as a trusted thought partner and advisor on the senior management team.
 - Represents the organization as a member of the senior management team in both internal and external meetings.
 - Directs the operations of the legal department and produces legal work product for both internal and external audiences.
 - Oversees all aspects of the Board-adopted Legal Advocacy Program and keeps the Board and other internal and external audiences apprised of legal advocacy and case results.
 - Oversees the staffing of the City Attorney's Department and its work product, which includes its committees, educational events, and publications.
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Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Legal

- Provides legal advice, support, and information to the Executive Director and Board of Directors as directed and as necessary to protect the best interests of Cal Cities.
- Anticipates and identifies legal issues impacting Cal Cities, and develops effective strategies to mitigate risk.
- Makes legal recommendations to resolve sensitive, significant, and highly complex legal matters, including in situations with limited time for assessing alternatives.
- Renders advice and opinions to executives, officers and senior management on various matters, including matters related to the operation of the organization as a non-profit corporation.
- Performs short-term and long-term strategic planning as a member of the senior management team and develops management goals and objectives.
- Plans, organizes, and directs the operations of the legal department.
- Drafts or reviews legal documents as needed.
- Analyzes legislation affecting the organization.
- Provides Cal Cities with research, review, and advice on legislative and regulatory matters affecting Cal Cities' membership.

Management

- Supervises legal department staff and directs departmental activity to ensure high-quality service and work product.
- Develops departmental goals and objectives in support of the strategic organizational goals and objectives.
- Oversees the activities of Cal Cities' Legal Advocacy Program in the state and federal courts.
- Oversees the staffing and educational and departmental activities of Cal Cities' City Attorneys Department.

General

- Travels as needed to locations throughout California in the performance of duties.
- Works beyond Cal Cities' normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
- Performs other duties as required.

Job Qualifications

Knowledge/Skills:

- Advanced knowledge of legal principles, California law, and federal law.
- General knowledge of municipal law principles and practices.
- General knowledge of federal and state litigation procedures.
- General knowledge of laws applicable to non-profit associations.
- Knowledge of legal documentation procedures and requirements.
- Experience providing competent and trusted legal advice.
- Experience developing and implementing successful legal strategies and solutions.
- Experience developing legal contracts and applying principles of the law applicable to non-profit organizations.
- Ability to effectively plan, direct, and control the administration and operations of legal department services and activities, including activities related to departmental budgets.

- Ability to analyze legal issues, identify alternative solutions, project consequences of proposed actions and advise or implement direction in support of goals.
- Ability to conduct research using standard legislative and non-legislative research tools.
- Ability to define problems, gather data, establish facts, and draw valid conclusions.
- Ability to interpret and apply Cal Cities policies, procedures, guidelines, rules and regulations.
- Capability to identify and organize departmental and organizational priorities.
- Exceptional interpersonal and management skills to interact with executive management, board members, staff, members, vendors and cross-functional teams.
- Ability to work independently and responsibly while managing numerous projects simultaneously.
- Be self-supervising and independently follow through on necessary tasks.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
- Ability to act with integrity in all Cal Cities-related business.
- Ability to employ strategies and approaches to ensure and improve inclusion, diversity and equity-based outcomes within the organization and across Cal Cities policies, programs, and services.
- Ability to make effective written and verbal presentations, including public speaking.
- Excellent oral and written communications skills, including the ability to articulate complex messages to a diverse constituency.
- Ability to sustain a positive, "can-do" attitude and commitment to customer service for both internal and external customers.
- Ability to respond immediately to changes, demands and workload in a positive and pleasant manner.
- Ability to perform duties with professionalism, both individually and as a member of a team.
- Ability to be flexible while performing multiple activities.
- Ability to travel as needed to perform duties and advance organization goals and objectives.

Experience and Training

Juris Doctorate (JD) degree from an accredited law school. Active member, in good standing, of the State Bar of California. Seven (7) or more years of progressive legal experience.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions,

emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse
Automobile
Current office applications

Copier
Telephone

Scanner
Smart Phone