



Director of Legal Affairs

Legal Affairs

LA/1

JOB SUMMARY

This position provides strategic guidance, consultation, and support to senior college administrators and other members of management on a comprehensive range of legal and associated issues. This position supervises both the Office of Legal Affairs and the Human Resources Department.

MAJOR DUTIES

- Provides legal counsel and guidance to college officers on all legal matters, including personnel law, policies, procedures, rules and regulations as well as laws pertaining to students, real estate transactions, contracts and grants, tax matters, workers' compensation, liability and insurance matters, public monies and purchases, affirmative action, and other laws and regulations.
- Reviews legal issues and trends affecting higher education; drafts and negotiates a variety of contracts; provides advice on various employment and personnel matters; interprets federal, state, local and Board of Regents policies and procedures; drafts and reviews college policies.
- Anticipates and identifies legal issues and counsels officers of the institution and other college leadership in order to develop legal strategies and solutions, often in situations of great political, public relations, or financial risk or significance, and with limited time for assessing alternatives.
- Serves as Custodian of Open Records for the college.
- Reviews, researches, interprets, and prepares both written and oral opinions on a wide variety of legal issues.
- Drafts, reviews, and approves policies and procedures, regulations, bylaws, and other legal documents.
- Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary.
- Provides training to the campus community on various legal issues through seminars and meetings.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in college and university law and in other related areas.
- Oversees and directs the document retention policies of the college, consistent with Board of Regents policies and guidelines.
- Implements, monitors, and enforces the University System of Georgia's compliance policy.
- Represents the college in interactions with coordinating organizations, including the Foundation, Booster Club, etc.
- Serves as primary contact and liaison between college and external entities, such as the Law Department and the Board of Regents, concerning legal matters.
- Advises and serves on institutional committees.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current issues in higher education.
- Knowledge of the range of applicable laws and regulations which impact on all facets of college policy and operations.
- Knowledge of the principles and procedures of legal research.
- Knowledge of community legal resources.
- Knowledge of faculty and/or staff hiring procedures.
- Knowledge and understanding of the college's mission.
- Knowledge of the range of applicable laws and regulations which impact on all facets of college policy and

operations.

- Knowledge of employment law.
- Knowledge of IP law, Title IX, Title VII, ADA, and Clery.
- Knowledge of the judicial system and procedures.
- Skill in analyzing and interpreting issues and in preparing legal opinions.
- Skill in communicating and interacting with officials at all levels of government.
- Skill in fostering a cooperative work environment.
- Skill in working constructively and cooperatively with a wide range of constituents (faculty, staff, students, administrators, community members) in a higher education setting.
- Skill in developing and implementing legal strategies and solutions.
- Skill in developing and delivering presentations.
- Skill in providing competent legal advice and counsel to college officials on a wide range of legal and policy issues.

SUPERVISORY CONTROLS

The President assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include federal and state employment laws, University System of Georgia policies and procedures, federal and state laws regulating higher education, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops division guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the college's legal affairs functions. Strict and frequently changing laws and regulations contribute to the complexity of the position.
- The purpose of this position is to direct for the legal affairs and human resource functions of Darton State College. Success in this position helps to ensure compliance with all relevant state and federal laws.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, other attorneys, elected and appointed officials, consultants, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to provide services; to motivate or influence persons; and to justify, negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Current membership in the State Bar of Georgia.