Job Title: Executive Director, Legal Services

JOB SUMMARY

The Executive Director of Legal Services directs the operation of the Legal Services Office for the Technical College System of Georgia.

MAJOR DUTIES

- Directs the operation of the Legal Services Office;
- Reviews and monitors the work of the personnel assigned to the Office to ensure the accomplishment of all projects and assigned responsibilities for the Office;
- Provides advice, counsel, support and technical assistance on a variety of legal matters to the Commissioner, the State Board, college presidents and staff of the system office and technical colleges;
- Responds to requests for information and provides answers, opinions and recommendations regarding legal, liability and/or risk-management issues;
- Develops, oversees, administers and implements administrative processes designed to maintain and monitor the legal compliance of departmental processes and activities;
- Maintains working knowledge of all applicable laws, statutes, etc., governing the operation of the agency and applies that knowledge to departmental operations and situations;
  - Coordinates and implements due process procedures as provided for in applicable policies and procedures;
  - Drafts and monitors legislation for the Technical College System of Georgia; coordinates analysis with subject matter experts to determine potential impact on the technical colleges and/or system office;
- Serves as consultant in the review of all contracts, including professional service agreements, intergovernmental contracts and federal grants;
- Maintains working knowledge of all applicable laws, statutes, etc., governing the operation of the agency and applies that knowledge to departmental operations and situations;
  - Coordinates and implements due process procedures as provided for in applicable policies and procedures;
- Drafts and monitors legislation for the Technical College System of Georgia; coordinates analysis with subject matter experts to determine potential impact on the technical colleges and/or system office;
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- Drafts and monitors legislation for the Technical College System of Georgia; coordinates analysis with subject matter experts to determine potential impact on the technical colleges and/or system office;
- Serves as consultant in the review of all contracts, including professional service agreements, intergovernmental contracts and federal grants;
- Maintains working knowledge of all applicable laws, statutes, etc., governing the operation of the agency and applies that knowledge to departmental operations and situations;

COMPETENCIES

- Knowledge of state and federal laws, rules and regulations governing higher education, employment, contracts, constitutional rights, and state government operations
- Oral and written communication skills
Skill in the operation of computers and job related hardware and software programs
Decision making and problem solving skills
Critical thinking and analysis skills
Organization and time management skills
Skill in interpersonal relations and in dealing with the public

**MINIMUM QUALIFICATIONS**

A J.D. or LL.B from an American Bar Association accredited law school and have been admitted to the State Bar of Georgia *and* Five (5) years of experience as a practicing attorney or comparable legal experience in a public or private sector setting

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary.