



**Job Title: Executive Director, Legal Services**

**Job Code: 95036**

## **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;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives; and
- Other duties as assigned.

## **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 from location to location