

Employment Opportunity

Assistant General Counsel

\$ 116,871 - \$ 175,306 per year plus benefits

San Bernardino Associated Governments, known as SANBAG, is the council of governments, and transportation commission, authority and planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG, as the County Transportation Authority, administers Measure I, the half-cent transportation sales tax approved by county voters in 1989 and reauthorized in 2004.

JOB SUMMARY

Under general direction of General Counsel, provides a broad range of complex legal services in support of SANBAG goals and objectives and protecting the agency from risk and loss; and provides legal guidance and assistance on related duties as required.

ESSENTIAL FUNCTIONS

This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:

- Provide legal advice to the Board of Directors, Executive Director and staff on a wide range of legal matters primarily arising out of the transportation program and project activities.
- Represent and oversee representation of SANBAG in matters involving litigation, administrative hearings, proceedings, dispute resolution, and negotiations; explain, justify and defend programs, policies, projects and activities; negotiate and resolve sensitive, significant and controversial issues.
- Prepare, review and approve as to legal form and procedure legal documents such as contracts, resolutions, requests for proposals, invitations for bids, real property conveyances, etc.
- Perform complex legal research and issue legal opinions on a wide variety of legal issues on behalf of SANBAG.
- Oversee outside legal counsel on matters including litigation, eminent domain, bond issuances, and complex transactions.
- Respond to requests concerning legal issues; present and explain legal issues and opinions to the Board and executive management.
- Work with counsel of other agencies on legal issues including Caltrans, Metrolink and SANBAG member agencies.
- Manage the legal representation of the Board, the Executive Director and staff in civil actions, administrative agency and regulatory proceedings and a wide range of transactional matters.
- Provide advice to the Board in its own proceedings and other administrative, regulatory, and legislative matters.
- Collaborate in the oversight of the claims and litigation risk management function, and in recommending retention of contract counsel for claims and suits against or by SANBAG.
- Provide advice on legal issues affecting transportation-related capital improvement projects, open meeting and government laws, conflicts of interest, procurement,

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contracting, legislation, personnel matters, voter-approved tax measures and related policies, right-of-way acquisition and disposition, and compliance with general state and federal regulations.

- Provide advice on SANBAG organizational policy development and application including personnel, ethics, contracting and other policies.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Public agency open meetings, public records and conflicts of interest laws.
- Public projects contracting laws.
- Construction law.
- Legal strategies for public agency risk mitigation.
- Real property, eminent domain and inverse condemnation laws.
- Public finance and taxation principles.
- Modern law office practices, methods, organization and computer equipment and applications related to the work.
- Excellent verbal and written communication skills including English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the Board, outside counsel and SANBAG staff.
- Administrative principles and practices, including goal setting and program development, implementation, and evaluation.

Ability to:

- Research, interpret and apply a wide variety of state and federal statutes and regulations.
- Develop and maintain effective working relationships with other employees, public officials, and representatives from other regional organizations and government agencies.
- Effectively communicate complex advice and opinions orally and in writing.
- Provide correct legal advice and counsel in the best interests of the organizational client, while being cognizant of the political sensitivities of a 29-member board.
- Draft and edit contracts, reports, resolutions and policies.
- Manage a high volume of diverse assignments while meeting critical deadlines.
- Advise elected officials in a public meeting setting.
- Work efficiently and effectively.
- Conduct complex research projects on a wide variety of council of government topics, evaluate alternatives, make sound recommendations, and review technical staff reports.
- Manage electronic files.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and/or Experience:

A Juris Doctorate degree from an accredited law school, and five years of increasingly responsible legal counsel experience advising public agency clients.

Licenses and Certifications:

A member in good standing of the State Bar of California. Possession of, or ability to obtain, a valid California Driver's License and proof of automobile liability insurance by time of appointment.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SANBAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

APPLICATION PROCEDURE

Applications will be accepted until Friday, August 19, 2016, at 4:00 p.m. or until the position is filled. Applications may be emailed, mailed or delivered in person. Call 909-884-8276 for application, complete job description and requirements or visit our web site at www.sanbag.ca.gov.

Complete the SANBAG application form. Provide a resume and cover letter. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. The successful applicant will be required to take a pre-employment drug test.

Forward Application to:

San Bernardino Associated Governments

Attn: Management Services

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA 92410-1715

Applications can be emailed to Colleen Franco at cfranco@sanbag.ca.gov.

For more information on SANBAG please visit the Agency website at www.sanbag.ca.gov.

SANBAG is an equal opportunity employer.