

**MERCED IRRIGATION DISTRICT
GENERAL COUNSEL**

FLSA Status – Exempt

DEFINITION:

Under general direction, provide professional legal counsel and administer legal services for the Merced Irrigation District (“District”). This is a department head position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Prepares and renders legal opinions to the Board of Directors, General Manager and administrative staff as requested.
- Prepares and represents the District at administrative law hearings, regulatory law hearings and judicial proceedings.
- Attends and provides legal advice at meetings of the Board of Directors, committee meetings and such other meetings as the General Manager directs.
- Provides legal assistance in the drafting of legal documents, Board policies, rules and regulations, resolutions, applications of diverse kinds and other legal or related papers upon request.
- Drafts contracts, deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents.
- Remains informed of legislation and regulations and provides legal assistance in the drafting of local, state and federal legislation.
- Serves as a liaison with legislative advocates, and represents the District as an advocate before the regulatory bodies and state and federal legislatures in such matters as directed by the General Manager.
- Conducts legal research and prepares reports of various topics as requested by the General Manager.
- Attends various negotiating sessions, grievance hearings, administrative hearings, arbitrations and provides legal advice and counsel.
- Reviews District contracts as requested.
- Coordinates legal matters with outside legal counsel and monitors legal services provided to the District by outside legal counsel.
- Prepares pleadings, and handles depositions, interrogatories, pretrial motions, pretrial and settlement conferences, studies and interprets laws, court decisions, ordinances and other legal authorities.
- Develops and conducts staff training sessions and workshops.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- A Juris Doctorate from an accredited law school – preferably an ABA accredited law school.

Experience:

- Five (5) years of increasingly responsible legal experience in the practice of civil, administrative, water, labor, and/or natural resource law, preferably in a public agency setting or in advising public agencies.

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- Five (5) years of increasingly responsible experience in public administration and/or business administration.

Ability to:

- Interpret applicable local, state and federal laws and District policies and procedures.
- Conduct information and organize material into manageable form.
- Apply data collected to resolve problems.
- Formulate recommendations, proposals and counter proposals.
- Prepare and present effective written and oral reports, recommendations, district policies and procedures.
- Develop, maintain and coordinate effective relationships with members of the Board of Directors, management and employee organizations.
- Analyze relationships among complex data and/or employee groups.

Knowledge of:

- Legal principles and practices, including the areas of water, environmental, civil, criminal, constitutional, contract, employment, administrative and business law and procedures.
- Methods, procedures and practices used in the conduct of civil litigation.
- Judicial procedures and rules of evidence; California Water Code, Administrative Codes, and Government Codes
- Pertinent federal, state, and local laws, codes, regulations and court decisions relating to natural resources.
- Methods of legal research.
- Evaluation of practical consequences of legal strategies.

Necessary Special Requirements:

- License to practice law in the State of California
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.

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- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day

Hands/Arms: Operates computer for up to eight (8) hours per day

Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.

Stooping: Bends body downward and forward by bending at the knees or waist

Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.

Hearing: Hears well enough to receive communications in person and by telephone.

Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the General Manager and/or his/her designee.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.