



JOB DESCRIPTION

JOB TITLE:	General Counsel
FLSA STATUS:	Exempt
REPORTS TO:	District Manager and Board of Directors
GRADE LEVEL:	18
SALARY RANGE:	\$92,346 – \$118,204
HIRING RANGE:	DOE

ESSENTIAL FUNCTIONS:

The General Counsel represents the Tahoe Transportation District, a bi-state compact entity created by the Tahoe Regional Planning Compact (P.L. 96-551) with jurisdiction within the entire Tahoe Basin (California and Nevada). The General Counsel reports to both the Board and the District Manager, and serves as a member of the senior management team. The General Counsel works on any strategic or tactical matters as directed by the District Manager, unless otherwise directed by the Board. The incumbent will provide well-informed, timely and effective advice on a variety of legal matters, with a focus on contracting, contract management, employment and labor, and federal and state transportation law and regulations (USDOT, FHWA, FTA, NDOT, Caltrans).

POSITION SPECIFIC RESPONSIBILITIES:

- Provide legal services efficiently, timely and cost effectively.
- Anticipate, address and creatively resolve legal issues and provide counsel in a manner that optimizes business results.
- Provide legal advice to the Board of Directors regarding governance; open meeting laws; administrative record requirements; individual director liabilities and conflicts of interest; scope of district authority and jurisdiction; material risks and risk management/mitigation options; appropriate insurance coverages; ability to perform contractual obligations; existing and potential litigation; the need for outside counsel on specialized matters.
- Provide legal advice to the District Manager and senior management on development of policies, procedures and programs; procurement, contracting and contract management; the scope of the District's authority/jurisdiction; labor and employment law; open meeting and public records acts; any other statutory or regulatory requirements and options for compliance.
- Draft and negotiate contracts and other agreements to identify legal and potential liability concerns for management consideration.
- Facilitate the District's compliance with federal and state transportation laws and regulations and filings with various regulatory entities.
- Potentially represent District before courts and administrative agencies.
- Manage the legal function of the District, identify the need for outside counsel, and manage contracts for legal services.

KNOWLEDGE/SKILLS:

- Must hold a juris doctor degree from an ABA accredited law school and be a member of the California and/or Nevada bar association. Membership in both is preferred.
- Must have a minimum of five years of experience representing governmental clients in private practice or as in-house counsel.
- Must be familiar, or quickly become familiar, with the unique nature of a bi-state compact entity and the circumstances in which it operates.

ABILITIES:

- Excellent written and verbal communication skills, including the ability to communicate complex legal concepts in a clear, concise, and practical manner.
- Work effectively in a fast paced environment.
- Research, draft and establish legal bases for agency direction and decision-making as a bi-state compact entity.
- Problem-solve and make decisions based on timely and accurate analysis.
- Display a well-developed business orientation and an ability to weigh legal and business issues effectively and realistically.
- Achieve optimum legal and business outcomes in a timely manner by focusing on key objectives, seeking efficient legal solutions, prioritizing multiple matters and issues, and avoiding unnecessary disputes.
- Take “unpopular” positions if it is the appropriate legal action for the District to pursue.

ANALYSIS:

Highest level of analytic ability involving exceedingly large, complex problems and high level mathematical modeling.

DECISION MAKING:

Senior management level decision-making. Has input into all strategic policies and decisions. Has approval authority on all issues related to a Division, subject to District Manager and Board of Director authority.

PROJECT MANAGEMENT:

Has overall oversight and responsibility for approval of multiple complex projects or programs as head of a project/program discipline.

COMMUNICATION LEVEL:

Requires ability to skillfully perform complex negotiations on highly controversial multiagency issues of the largest scope possible. Interfaces with top regulatory officials and is peer with other agency top executives.

WORKING CONDITIONS/PHYSICAL EFFORT:

Work is performed in a typical office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

OTHER REQUIREMENTS:

- Must possess or have the ability to obtain a driver's license valid in the State of California or Nevada and the ability to safely operate a motor vehicle.
- Must maintain personal automobile liability insurance on vehicle used to perform job duties for the District of at least \$50,000 / \$100,000 and \$50,000 property damage, or such other amount that policies may require in the future. The District reimburses for business travel mileage.

BENEFITS:

District employees receive vacation and employee medical, dental, vision, life insurance and short term disability. The District contributes 8% of employee compensation into a Social Security replacement plan and 4% of employee compensation into a retirement plan. The employee can contribute voluntarily to a 457(b) deferred compensation plan. The District pays for California and Nevada bar association fees and CLE compliance.

APPLICATION PROCEDURE:

Any qualified person interested in this position should submit their resume, application, and a letter of interest to DeDe Aspero, Tahoe Transportation District, P. O. Box 499, Zephyr Cove, Nevada 89448 or email to daspero@tahoetransportation.org.