FEA JOB DESCRIPTION

Job Title: General Counsel and Director of Legal Services
Classification: Management
Supervisor: Chief of Staff
Location: Tallahassee, Florida

FEA Management Responsibilities:

1. Advance FEA’s vision and mission by identifying opportunities for increased organizational effectiveness and efficiency through shared organizational learning.
2. Recommend programs, policies and services that are aligned with FEA’s vision, mission and strategic goals.
3. Report to and advise the Chief of Staff or designee on FEA programs, policies and services.
4. Manage, execute, and be a steward of the departmental and organizational budget, finances and other resources.
5. Educate staff on FEA’s mission and goals, and responsibilities to members as owners of FEA.
6. Contribute to the functioning and deliberations of the management team.
7. Support planning, coordination and implementation of programs and services across departmental and cross-domain boundaries.
8. Continually review and assess programs and services to assure alignment with FEA’s mission and strategic goals.
9. Uniformly and consistently manage, implement, and enforce FEA’s programs, policies and the FEA/FSO Collective Bargaining Agreement.
10. Effectively manage FEA’s human resources through assigning, supervising, and evaluating department staff.
11. Assist in assessing FEA’s plan for becoming a learning organization including systemic thinking and other appropriate strategies.
12. As assigned, act as liaison for cooperative projects and programs with the National and State Organizations and coordinate activities of committees, task forces, and special projects.
13. Explore, coordinate, and facilitate available human, fiscal, and programmatic resources applicable to the department that are available through National Affiliates.
14. Provide coordination and direction for meetings/conferences/training in conjunction with the Department of Human Resources.
15. Actively support FEA’s Affirmative Action Program and policies.

Specific Responsibilities and Duties:

1. Supervises, directs and administers the FEA Legal Services Program.
2. Advises, and may represent the FEA management on matters of employee-employer relations with its staff organization. Represent and coordinates or assigns outside counsel to represent FEA in litigation/arbitrations with staff organization.
3. Advises and may represent FEA Locals on matters of employee employer relations with its staff organization. Represents, coordinates and assigns outside
counsel, when appropriate, to represent FEA locals in litigation/arbitrations with staff organizations.

4. Coordinate and/or conduct litigation and render legal advice and services including matters regarding the collective bargaining program to members and Service Units.

5. Coordinate and manage retained counsel; monitor all ULSP, criminal and civil cases; manage cost containment. Review billing of retained counsel for compliance with FEA and national guidelines.

6. Administer and Manage the Attorney Referral Program and the Educators’ Employment Liability Program, Association Professional Liability Program and Fidelity Bond.

7. Coordinate with national organizations on funding and reimbursement under all legal programs.

8. Researches and provides legal advice to FEA Chief of Staff and management staff and to FEA Officers and the FEA Governance Board at the direction of the Chief of Staff on corporate, contractual and organizational policies;

9. Works with Director of Field Services on collective bargaining matters, including the development of training programs for leaders and field staff and in the publication of collective bargaining/legal publications;

10. Acts as Staff Liaison to the FEA Constitution, Bylaws and Rules Committee and assist on legal matters with the FEA Credentials and Elections Committee;

11. Recommends employment, assigns, supervises and directs all legal staff;

12. Coordinate the development and delivery of legal training sessions, workshops, etc., for FEA and its locals, Service Unit leaders, and staff.

13. Develop and maintain an information and legal opinion distribution system and to provide legal services information and training to staff and governance; specifically utilizing the FEA Regional Resource Meetings as distribution vehicle;

14. Perform other duties and inter-Division activities as assigned by the Chief of Staff.

**COMPENSATION:** Salary will be based on current experience of successful applicant for the position or adjusted in accordance with provisions of the FEA/FSO Master Agreement as appropriate.

**TO APPLY:** Interested applicants are to email an updated resume demonstrating experience related to the above stated qualifications and responsibilities and three references to the mailbox at feahr@floridaea.org:

**DEADLINE-OPEN UNTIL FILLED**

FLORIDA EDUCATION ASSOCIATION
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Consistent with the FEA Affirmative Action Plan, minority, female and physically challenged applicants are encouraged to apply.

02/09/2015