Classification Description

Job Title: **General Counsel** **Pay Grade:** **Executive**

Job Code: **3909** **FLSA Status:** **Exempt**

Job Purpose

The position of General Counsel is an executive level position principally responsible for leveraging his/her expertise to advise and manage the President and Board of Trustees on all matters having legal implications for the College. Counsel provides legal advice and guidance to the President, when necessary to the District Board of Trustees, and senior administration for external legal counsel and legal affairs. Counsel also serves as the attorney for the College's two direct service organizations, the Florida SouthWestern State College Foundation, Inc and the Florida SouthWestern State College Financing Corporation, Inc. This is a College Executive on annual contract position.

General Responsibilities

Essential Functions

Provides legal guidance for the College, including correct and defensible legal advice and opinion letters and preparing legal documents that support the College and its mission.

Conducts frequent and systematic review of current and proposed federal laws, regulations, state statutes and rules as they relate to the operation of the College. Advises on academic issues and policies such as intellectual property, domain ownership and licensing, and academic and disciplinary matters.

Assists in preparing, reviewing and approving institutional-level policies and procedures; assists in preparing and reviewing regulations, by laws, and other documents with legal specialty areas for the College.

Provides guidance and assists administrators, faculty and staff with questions related to the Sunshine Law and Public Records Law.

Develops and maintains template documents and assists staff in preparing a variety of legal documents to include contracts, agreements, memorandums of understanding, and other items as requested.

Undertakes proactive action to protect the College from exposure to litigation and other risk. Responds to subpoenas and other requests for documents.

Assists with bequests to the College, trust documents, grants, and special programs.

Confers with College administrators, faculty, employees, and student organizations on matters involving legal interpretation and decisions related to College activities, policy questions, operating problems, matters related to the Student Code of conduct, employee disciplinary proceedings, grievances and appeals and/or other human resources matters. Monitors and resolves disputes, which may lead to litigation.

Supervises, coaches, counsels, and evaluates performance of assigned staff.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned LL.B. or J.D. from a regionally accredited law school.

Five (5) years of full-time, professional legal or governmental/legislative experience.

Admitted and in good standing with The Florida Bar.

Exemplary record of personal and professional integrity and personal and professional accomplishments.

Knowledge of higher education law or demonstrated ability to develop quickly expertise in higher education law.

Demonstrated skill in interpreting applicable federal and state laws and county office policies and procedures.

Commitment to the philosophy and goals of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 28, 2024. Revised: June 9, 2025.