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 all FEA Legal Services Programs.
2. Advises, and may represent the FEA management on matters of employee-employer relations with its staff organization, including collective bargaining negotiations. Represents, coordinates and/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/or assigns
outside counsel, when appropriate, to represent FEA locals in litigation/arbitrations with staff organizations.

4. Coordinates and/or conducts litigation, represents and/or renders legal advice to FEA locals and service units including matters regarding the collective bargaining
5. Coordinates and manages retained counsel; monitors all legal billing for compliance with FEA and national guidelines and cost containment.
6. Administers and Manages the Attorney Referral Program and the Educators’ Employment Liability Program, Association Professional Liability Programs and Fidelity Bond programs.
7. Coordinates with national organizations on funding and reimbursement for 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 assists on legal matters with the FEA Credentials and Elections Committee;
11. Recommends employment, assigns, supervises and directs all legal staff;
12. Coordinates the development and delivery of legal training sessions, workshops, etc., for FEA and its locals, service units and staff.
13. Develops and maintains an information and legal opinion distribution system and provides legal services information and training to staff and governance; specifically utilizing the FEA Regional Resource Meetings as distribution vehicle;
14. Performs other duties and inter-Division activities as assigned by the Chief of Staff.

COMPENSATION & BENEFITS: Salary based upon current experience of the successful applicant. Employer-provided hospitalization, medical, dental, vision, life and long-term-disability insurance; employer-paid retirement; vacation, sick leave, and holidays.

TO APPLY: Interested applicants are to email the following information to mailbox at feahr@floridaea.org: (1) statement of interest in the position, (2) updated resume. Applicants are strongly encouraged not to wait until the deadline to apply.

APPLICATION 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.

8/2015