Appendix J2.3

General Counsel
**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>Office of the President</th>
<th>2. School/College/Department:</th>
<th>Office of the General Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Subsection/Section:</td>
<td></td>
<td>5. Room/Building:</td>
<td>300 Lee Hall</td>
</tr>
<tr>
<td>7. Transaction Type:</td>
<td>Update</td>
<td>8. FTE:</td>
<td>1.00</td>
</tr>
<tr>
<td>16. New Class Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. City:</td>
<td>Tallahassee</td>
<td>10. On-Call:</td>
<td></td>
</tr>
<tr>
<td>15. County:</td>
<td>Leon</td>
<td>11. Call back:</td>
<td></td>
</tr>
<tr>
<td>14. Current Class Title:</td>
<td>General Counsel</td>
<td>12. Lead Worker:</td>
<td></td>
</tr>
<tr>
<td>17. New Class Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

The General Counsel serves as the chief legal officer of the University and reports to the University President. In this capacity, the General Counsel's duties include, but is not limited to:

1. Providing legal advice to the University Board of Trustees and the University President, members of the Leadership Team, and other senior level administrators as appropriate, on a variety of legal issues.
2. Supervising and managing all legal matters affecting Florida A&M University including, but not limited to, interpreting laws and regulations, conducting investigations.
3. Drafting and promulgating University regulations, policies and procedures.
4. Assisting with the preparation of the Board of Trustees meeting agenda and any necessary legal documents for the meeting.
5. Preparing, reviewing, negotiating and approving legal instruments for the University.
6. Interacting with and representing the University's interests to external agencies of state and federal government, as needed.
7. Provide leadership and direction for the University on matters of Negotiated Agreements between bargaining units and the University.
8. Performing related duties as required or deemed appropriate to the accomplishment of the responsibilities and functions of this area.
9. Monitors and manages outside counsel retained by FAMU or the Division of Risk Management to provide representation in legal proceedings.

Policy-making and/or Interpretation
The position is responsible for assisting in the interpretation of applicable Federal, State, Florida Board of Governors and University regulations, policies and procedures, and provides guidance on and interpretation of policy issues to the University President and other University officers.

Program Direction and Development
Responsible for directing the Office of the General Counsel and advises University administrators regarding legal questions pertaining to programs.

Informs subordinates of all relevant University regulations, policies and procedures and provides access to all related documents; assesses and documents subordinates' ability to comply with all relevant University regulations, policies and procedures. Employs measures of accountability for compliance with University regulations, policies and procedures; Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University regulations, policies and procedures.

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19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

9306 Associate General Counsel (17747, 22546, 19338)
9306 Associate General Counsel - Working Title: Deputy General Counsel (18978)
9498 Assistant General Counsel (18823, 19214)
9225 Coordinator, Administrative Services (19458)

20. SUPERVISOR’S POSITION: Number: 16750 Class Code: 9200 Class Title: University President

21. WORKING HOURS:

a) Daily from 8:00 am to 5:00 pm  
b) Total hours per week 40

c) Explain any variations in work week, split shifts, on-call status, or rotations.

Expected to complete all responsibilities regardless of the time needed to complete

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Direct responsibilities include only the administration of the department's operating budget.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

The office of the General Counsel maintains a constant attorney-client relationship with all members of the University community, including the University's administrative officers and University Trustees.

24. KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
Knowledge of and ability to interpret and apply related University policies and procedures.
Ability to represent the University in appointed area as required.
Ability to demonstrate critical thinking based upon in-depth data substantiating information, considering and respecting others input and personal values and ethics.

Provide multiple feasible solutions.
Ability to identify trends, predict impact of actions on system operations, detect discrepancies in the function of an organization, and take necessary action to correct performance.
Ability to maintain and improve personal and team effectiveness, and foster change and creativity.
Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
Ability to provide leadership and direction in programmatic, budgetary, and operational functions.
Ability to adhere to ethical business practices and promote ethical behavior.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

[ ] This position requires a background check and/or fingerprinting.
[ ] This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
[ ] This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
[ ] This position requires licensure, certification or other special requirements described below.

Licensed and in good standing as a member of the Florida Bar

26. SIGNATURES: Incumbent: [Signature] Date: 09/24/08

Supervisor: [Signature] Date: 

Reviewing Officer: [Signature] Date: 09/24/08

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