

RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

Job Title: Chief Legal Counsel

Date: January 2019

Department: Legal

Supersedes: July 2013

Reports to: Chief Executive Officer

Summary of Position:

This position has broad latitude for the exercise of independent judgment. The Legal Counsel works with the Chief Executive Officer, the Board of Directors, and other members of the Senior Leadership Team leading corporate strategic and tactical legal initiatives. The incumbent is responsible for all legal and regulatory matters, including but not limited to: procurement, general contracts/third party agreements, environmental, vendor/supplier relationships, management/oversight of external counsel and general litigation; employment/labor law contracts, negotiations, claims, and policies. The Legal Counsel will provide the Chief Executive Officer, the Board of Directors and senior staff with effective advice on company strategies and their implementation; structure and manage the Authority's internal legal function and staff, and will be directly involved in Authority complex business transactions.

Essential Duties and Responsibilities:

- Must possess an extensive knowledge of all applicable federal, state, and local laws, regulations, executive orders and policies, and be an expert at bringing and pursuing lawsuits, including: drafting/arguing pre-trial motions, handling depositions; participating in trial with and without jury, and appealing cases;
- Must be able to handle long-term and/or complex legal projects with significant financial or other business impact;
- Must possess excellent leadership skills as well as the ability to manage professional consultants, and interdisciplinary professional staff in a dynamic and intense work setting, have excellent decision-making skills and the ability to effectively communicate both orally and in writing as evidenced by the ability to write business legal reports and correspondence as well as the ability to respond to inquiries from regulatory agencies, customers, the business community and others;
- Assumes ultimate responsibility for ensuring that the Rhode Island Public Transit Authority conducts its business in compliance with applicable laws and regulations;
- Serves as the senior level advisor on legal issues to the Chief Executive Officer, Board of Directors and members of senior staff;
- Coordinates all aspects of legal defense evaluating new litigation files, preparing appropriate pleadings, directing written discovery and responses, taking and defending depositions;
- Conducts all legal research, preparation of briefs, witness preparation and case arguments;
- Monitors legal developments affecting transit providers and public entities;
- Advises the Chief Executive Officer and Board of Directors on matters relating to liability exposure and potential value of litigated cases;
- Reviews environmental reports for compliance with all federal, state and local laws and regulations;

RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

- May negotiate and draft terms of easements, leases, and licenses in the use of Authority property;
- Leads the Authority collective bargaining process, negotiating contracts with all unions, drafting contract language, interpreting agreements and advising all members of senior staff on union-related issues;
- Plans and recommends legal departmental budget; managing expenditures and reporting on budget variances;
- Serves as a representative of the Authority in the external community as assigned by the Chief Executive Officer.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

Such as may have been gained through: graduation from an accredited Law School; and

Experience:

Five to seven years employment experience in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules regulations, polices and decisions; preferred experience in quasi-public corporate sector.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment. Failure to maintain good standing licensure requirements determined by the RI Bar Association may be grounds for immediate termination. It is the responsibility of the individual employee to maintain good standing licensure during the term of employment.

Supervisory Responsibility:

Legal Compliance Counsel
Paralegal Aide
Claims Assistant/Paralegal
Claims Support/Secretary
Claims Representative-Liability