

Position Specification

Transportation Services General Counsel

The Company

Our client is a sub-regional transit agency that was created 1983 and funded primarily through local sales and use tax within the service area which consists of 13 cities. They provide bus, light rail, commuter rail, paratransit and vanpool services. Their extensive network of transit operations moved more than 66.75 million riders across a 700-square mile serve area. Approximately 2.1 million customers rode commuter rail in 2016. More than 33.5 million passengers used the local and express bus route service, 29.8 million rode light rail and 1.4 million customers used paratransit and vanpool service.

The Position

Location

Southwest United States

Overview

The General Counsel directs, oversees and has ultimate responsibility for providing counsel and legal services to the agency in all areas of law.

Reporting Relationship

This position reports to the Board of Directors. Direct reports include up to 10 Senior Assistant General Counsels and a total legal department of up to 20 professionals.

Responsibilities

- Directs, oversees and has ultimate responsibility for providing legal services to the agency, including staff and the Board of Directors in all areas of law to include, but not limited to: litigation, transactional, real estate, personnel and labor relations, employment, procurement, Public Information Act, intellectual property, legislative, and general matters.
- Organizes, coordinates, supervises and directs the Office of the General Counsel including: hiring, training, budgeting, and evaluating and counseling professional, administrative and clerical staff and, if necessary, terminating subordinate personnel in accordance with established policies, procedures and guidelines.
- Serves as the agency's counsel in all matters of litigation and dispute resolution proceedings in all forums to include all levels of federal, state, and local courts, arbitration and mediation proceedings, and administrative hearings. Responsible for the preparation and presentation of cases on behalf of the agency.
- Serves as a member of the Public Integrity Committee (PJC).
- Responsible for evaluating and rendering counsel on various fact situations in line with staff and Board Bylaws, Rules of Procedure, and agency policies.

- Acts as Parliamentarian to the agency Board and committees. Familiarity with Roberts Rules of Order as necessary, as well as, understands and interprets DART Board Bylaws and Rules of Procedures.
- Acts as a resource to and a liaison between the Office of the General Counsel, the Board and other agency departments, as well as external contacts by providing advice and counsel on legal matters to include; litigation, contracts, claims negotiations, general administration, governance, and other related actions.
- Prepares and presents a variety of reports for Board and management review.
- Drafts, and approves to form, all transactional documents including interlocal agreements, real estate documents, contracts and other documents.
- Maintains centralized locale for all legal documents.
- Arranges for engagement of outside counsel, as required.
- In coordination with the President/Executive Director, advises the Board and staff regarding legislation at the federal, state, and local level, and communicates changes and interpretation to Board and appropriate agency personnel. Recommends possible beneficial changes to federal, state and local laws for adoption.
- Establishes and maintains knowledge of trends relating to public transportation agencies, city attorneys and transportation agency associations.
- Oversees the management of an information system to track, manage and evaluate all aspects of the agency's legal programs.
- Assists with the development of DART's strategic goals, actions, and mission.

Travel

Less than 25%

The Candidate

Education

- Doctorate of Jurisprudence degree from an accredited and licensed law school.
- License from the State Bar of Texas to practice law or obtain within twelve months of hire.

Professional Qualifications

- Ten (10) years progressively responsible experience in public or private law practice, to include six (6) years of supervisory experience with a professional legal staff.
- Experience with Texas local government legal matters and understanding of law applicable to Texas Transit agencies is preferred.
- Personal computer (PC) and software applications to include word processing, spreadsheet, and database.
- Highest levels of analytical skills and creativity to find solutions to highly complex legal, interpersonal, financial, professional, technical, and administrative problems.
- Exceptional interpersonal skills to effectively and sensitively communicate with all levels of supervisory and non-supervisory employees, Board members, outside counsel, key government officials, civic and community leaders, and others inside and outside of DART.
- Excellent written and verbal communication skills and comfortable in engaging in challenging discussions to resolve issues.

- Demonstrates a fiduciary obligation to the agency in handling materials and information of a confidential nature.
- Clearly anticipates future consequences and trends; can create competitive and breakthrough strategies and plans.
- Builds effective teams; defines success in terms of the whole team.
- Meets the expectations and requirements of internal and external customers.
- Makes sound decisions based on a mixture of analysis, knowledge, experience and judgment.
- Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone.
- Maneuvers through complex political situations effectively and discreetly; sensitive to how people and organizations function.
- Effective in a variety of formal presentations settings; is effective both inside and outside the organization.

Personal Characteristics

- Strong interpersonal skills and ability to communicate, build relationships and manage effectively at all levels of the agency.
- Excellent problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Strong “platform skills”; the ability to effectively and influentially present and sell ideas to large and small as well as internal and external groups.
- An authentic, approachable individual with high integrity whose personal and professional values are consistent with the agency’s vision and culture.
- Confident, well-prepared leader with the courage to advance the agency’s agenda at the senior level; a driver with a bias for action and results.
- Collaborative leader who works well with others and can motivate and cooperate across functions.
- Calm under fire and can handle complexity, multiple demands and pace while staying level-headed and professional.

Working Conditions

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting the agency's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

The agency is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V

To learn more about this opportunity or provide a confidential referral, please contact:

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Please use this reference code in the subject line of your response:

Reference Code: 528-03_General-Counsel_PPI

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