

JOB DESCRIPTION

Company: Metropolitan Transit Authority of Harris County
Job Title: General Counsel
Reports To: President & CEO
Location: Houston, TX

Overview

The General Counsel serves as the head of the Authority's legal department, represents METRO on all legal matters, oversees all law office operations and holds responsibility for determining METRO's legal posture and interest. As the chief legal officer, provides legal counsel to the President & CEO, METRO Board of Directors, and other senior management. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

Responsibilities

- Provides counsel to the President & CEO and senior management on legal matters.
- Provides legal opinions and advice to the METRO Board and METRO staff as required.
- Ensures that METRO's business practices, policies and dealings meet all relevant legal and regulatory requirements.
- Serves as an Assistant Secretary to the Board of Directors and functions as recording secretary for the Board.
- Prepares and maintains Board of Directors' resolutions, minutes, and such other official records of Board activities as required.
- Manages the interpretation and preparation of legal documents and prepares draft resolutions of the Board.
- Prepares and tries legal cases on behalf of METRO.
- Provides primary managerial direction and performs personnel-related administrative functions of direct report staff (e.g. training, supervising, work assignments, timesheets, performance evaluations, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff and ensuring department outcomes are achieved.
- Manages and coordinates outside legal counsel retained to perform legal services for METRO.
- Provides excellent customer service to METRO internal and external customers.
- Applies SMS (Safety Management System) methods and principles in daily routine and supports all aspects of the agency's Public Transportation Agency Safety Plan (PTASP).
- Promotes safety awareness and follows safety procedures to reduce or eliminate accidents.
- Performs other job-related duties as assigned.

Minimum Qualification/Requirements

- Juris Doctorate graduate of an American Bar Association accredited law school
- Minimum fifteen (15) years' experience in the active practice of law; prior General Counsel experience preferred. Governmental agency or transit related experience also preferred.
- Varying knowledge and well versed in a broad range of legal topics, including, but not limited to: contracts, personal injury, and employment and labor relations. Must be licensed to practice law in the state of Texas

Interested qualified candidates should submit their resume in confidence to Tish Elliott at telliott@nnlegalsearch.com.