

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide transactional legal services and guidance to District staff and administration in limited areas of daily operations: contracts, procurement/purchasing, records management and asset control. Under supervision of the School Board Attorney, this position will provide oversight and input on legal matters in the specific area(s) of legal service identified in this position description and ensuring legal compliance in transactions completed by district staff in those areas. The School Board Attorney will retain final authority on all legal decisions affecting the District. This position will be responsible for review of District policies, procedures and forms/templates, and recommending changes to the School Board Attorney as necessary to ensure compliance with applicable local, state and federal laws. In addition, this position shall serve as the District's Records Management Liaison Officer.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Oversee districtwide planning, organization, control and direction in assigned internal service areas, including but not limited to, purchasing, asset management, contract management, records management.

Serve as a member of the District's Business Leadership Team.

Collaborates with Superintendent's Leadership Team in planning and implementing of the Strategic Plan for the District.

Responsible for supervising purchasing for district including buying, bid processes, pcard program, and utilization of state contracts to ensure the most effective use of district funds.

Studies and keeps track of price trends, market conditions and changes in industry in an effort to find the most cost-effective methods of obtaining goods/services.

Reviews all purchase transactions to ensure that purchases are conducted in compliance with School Board policy and district procedures. Responsible for district-level approval of purchases within Superintendent's purchasing authority. Recommends approval of purchases in excess of Superintendent's purchasing authority to the School Board.

Draft and negotiate agreements with parties engaged in business with the District as needed, including but not limited to vendor contracts, interlocal agreements with county and municipal governments, and interagency agreements with state and federal agencies.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

Develop and maintain template and form documents pertaining to assigned areas of supervision, including contracts and other agreements, standard solicitation documents, and asset control forms.

Performs legal work on competitive solicitations and contracts. Advises District staff on procurement policies and procedures, conflicts of interest, internal and external audit issues, contractor disputes and federal and state compliance matters.

Cross-train and provide general legal support in assigned areas of supervision to district staff.

Recommend to District administration and the School Board Attorney appropriate changes to policies, procedures, contracts and other forms to ensure compliance with applicable local, state and federal laws

Responsible for supervising asset management efforts for the district including asset thresholds, inventory, additions, removal of assets, and sale / surplus.

Responsible for supervising records management efforts for district including administrative planning, organizing, retention, and disposition.

Advise District staff regarding retention and production of public records. Coordinates with School Board Attorney, Risk Manager and District staff regarding document production for legal proceedings.

Serve as Records Management Liaison Officer for the Monroe County School District.

Act as POC for auditors to provide requested documentation and ensure timely and proper response to audit findings.

Advise and provide legal services to District administration, District staff and the School Board, on other legal matters delegated to this position by the School Board Attorney.

Supervises duties of assigned professional, supervisory and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. Prepares employee performance evaluations.

Develop and monitor annual budget in areas of responsibility.

Responsible for departmental interaction between local and state agencies, legal counsel to ensure compliance.

Responsible for filing of necessary state reporting based on individual program requirements.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

Attends training, seminars and conferences and conducts research to stay abreast of legislation and trends in areas of responsibility. Provides appropriate training to staff and implements procedures to ensure compliance with new requirements

Evaluation:

The Assistant Attorney shall undergo an annual review by the School Board Attorney for performance of duties related to legal representation. Annual performance evaluation by the School Board Attorney shall be completed in addition to any other review conducted by District administration.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions. Instructs or trains others through explanation, demonstration and supervised practice or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads and interprets contracts, papers, reports and graphs; prepares specialized reports and business letters with proper format and grammar; speaks to groups at work, in board meetings and at meetings outside of the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects entire organization and impacts other activities/organizations and the general public; loss of life and/or damage is very likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics. Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

May operate warehouse equipment including but not limited to pallet jack and forklift as well as standard office equipment.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a Doctor of Jurisprudence from an accredited law school.

Working knowledge of Florida Statutes and Florida Administrative Code governing public agency and school district purchasing.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Must be a member in good standing of the Florida Bar.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of five (5) years of experience as a practicing attorney, with at least two (2) years of experience in relevant legal areas, including purchasing/procurement, contract management, public records management, and other government representation.

A minimum of one year of experience working in procurement with bid process (REQUIRED – NO SUBSTITUTES) and a minimum of three years of supervisor experience (REQUIRED – NO SUBSTITUTES).

Demonstrated skill in contract management and/asset management. Demonstrated evidence of strong organizational, leadership and managerial skills. Demonstrated skill in oral and written communication.

Demonstrated ability to work with diverse groups of people. Experience with industry-standard computer applications. *A comparable amount of training, education or experience can be substituted for the minimum qualifications unless it states no substitutes.

AMERICANS WITH DISABILITIES REQUIREMENTS

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Attorney (Internal Services)

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Majority of work is in an office which is sedentary involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis and up to 30 pounds of force on occasion and some dexterity in operating office equipment. Certain duties assigned to this position, such as asset control, may require some active work in outdoor conditions and the ability to operate district vehicles or other equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director Finance and Performance

Supervises:

Internal Services Department Employees

PAY GRADE: From: DD To:

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

**MONROE COUNTY SCHOOLS
POSITION DESCRIPTION**

Title: Assistant Attorney (Internal Services)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 9/10/2024