### Current Descriptive Data

<table>
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<th>Position Number:</th>
<th>10141</th>
</tr>
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<tbody>
<tr>
<td>1. Position Number:</td>
<td>10141</td>
</tr>
<tr>
<td>2. Requested Classification Action:</td>
<td>( ) Establish Position ( x ) Update ( ) Change</td>
</tr>
<tr>
<td>3. Class Code:</td>
<td>9306</td>
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<tr>
<td>4. Class Title:</td>
<td>Associate General Counsel (working title: University Counsel)</td>
</tr>
<tr>
<td>5. Vice President (V.P.):</td>
<td></td>
</tr>
<tr>
<td>6. Division:</td>
<td>President's</td>
</tr>
<tr>
<td>7. Department:</td>
<td>Office of the General Counsel</td>
</tr>
<tr>
<td>8. Section:</td>
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<tr>
<td>9. Subsection:</td>
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<td>10. Subsection:</td>
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</tr>
<tr>
<td>11. City:</td>
<td>Pensacola</td>
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<td>12. County:</td>
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### For Completion by OHR Upon Final Action

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<table>
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<th>Pay Plan</th>
<th>Pay Grad</th>
<th>EEO-6 Code</th>
<th>CBU Code</th>
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Attach Additional Sheets If Necessary to Properly Describe the Position

Describe functions in 13 and 14 below in terms of outcomes and results rather than method used or how a job is normally accomplished. May include physical, mental, and environmental factors as noted in the directions for completing this form.

13. *Essential Functions of the Job*

This position serves as the senior full-time attorney representing the University. University Counsel will be expected to advise, assist, and act on behalf of the General Counsel in providing the full range of legal services to the Board of Trustees, the President, the administration, faculty and staff of the University of West Florida, including, as assigned by the General Counsel, service on the President’s Cabinet.

As assigned by the General Counsel, University Counsel will be expected to represent the Board, the University, and its representatives in court, before administrative agencies, and in negotiations and other matters where University interests are at issue; coordinate and supervise University litigation matters in consultation with the President and the General Counsel; and make presentations to external and internal groups on behalf of the University.

The incumbent will contribute positive legal input as a member of a wide variety of formal and informal teams that address a broad range of mission-oriented considerations; analyze complex legal problems and apply legal principles, facts and precedents to a broad range of issues; effectively complete complex legal research; present statements of fact, law and argument clearly and logically in written and oral form tailored to audiences of different levels of legal familiarity.

13a. Policy-making and/or Interpretation

The University Counsel will review and advise client representatives on the legal aspects of the University’s operations, including but not limited to contract law, federal regulations, state and federal rules of civil procedure, constitutional law, regulatory compliance, real property, auxiliary enterprises, computer and network operations, public procurement practices and law, campus safety and law enforcement, public employment law, including collective bargaining, insurance and risk management, tort liability, intellectual property, legislative matters, facilities management and construction, student rights, admissions, student records, discipline, and policies and regulations development.

The incumbent will draft rules, regulations and proposed legislation; analyze situations accurately and recommend effective action that protects the university's rights, recognizes those of others, and minimizes unnecessary litigation; plan, organize and coordinate legal positions in harmony with other university considerations and interests; and effectively represent the University of West Florida in judicial, administrative, and negotiating forums.

13b. Program Direction and Development

The University Counsel will advise the University administration on a broad range of initiatives, policy matters, and issues; serve as liaison between the University and its related and affiliated entities on legal and policy issues; provide managerial services in terms of program implementation, and provide educational services for a wide range of audiences.

The incumbent will engage in crisis and opportunity management and preventative counseling, including the identification of high risk activities and enterprises conducted by the University and the articulation of methodologies or strategies for coping with the risks; quickly gain a working knowledge of the policies, programs, procedures and problems unique to the academic community and particularly to public
higher education and the University of West Florida; understand and address legal issues confronting higher education and higher education administration and assist the President and General Counsel in selecting and supervising outside counsel.

13c. Supervision Exercised (list organizational units under position's direct supervision and titles and position number of positions directly supervised)

11247 Coordinator
Newly created Office Manager

13d. Level of Public Contact (statement of internal and external business contact, include frequency and scope)

The Office of the General Counsel is in frequent contact with officials of the various agencies of the State of Florida, the Office of the chancellor and the staff of the Florida Board of Education, judges and personnel of the judiciary, the University Administration and members of the University Board of Trustees and of the local community, including most frequently attorneys representing clients transacting legal business with or involved in litigation with the University of West Florida. The incumbent must also establish and maintain collegial and cooperative relationships with client representatives.

*Note: In compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.

13e. Monetary Responsibility (amount and consequence of error)

Office of University Counsel’s budget as directed by the General Counsel and special project budgets.

13f. Statement of Responsibility for Confidential Data (the disclosure of which would be prejudicial to the successful operation of the SUS)

The Office of the General Counsel maintains a constant attorney/client relationship with all members of the University community, including the central administrative officers of the University. In representing the University, the University Counsel has direct access to all information and records maintained by the University, including confidential records and data. Responsibilities necessitate the maintenance of a relationship of the highest confidentiality as determined by law and the Canons of Ethics of the Florida Bar.

14. Marginal functions of the job

Prepares special briefing reports for Executive Staff and other senior administrators, including the University Board of Trustees. Other duties as assigned.

15. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Minimal supervision by the General Counsel

REQUIREMENTS
(Attach additional sheets as necessary)

16. Education/Training/Experience

In order of importance, state any specific education, training, and experience, and knowledge, skills, and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

A candidate for this position must hold a Legum Baccalaureus (Bachelor of Law) Degree or Juris Doctor Degree and six years of demonstrated, progressively responsible legal experience as an attorney handling comparable legal matters.

The University Counsel must be a member of the Florida Bar and licensed to practice law in the State of Florida. Previous experience in higher education practice, and especially public higher education practice in Florida preferred.

17. Required Licenses/Certifications/and other Specific Requirements of Law

Please review the statements below and check all that apply.

- This position requires a post-offer employment physical.
- This position requires a police background check.
- This position requires fingerprinting.
- This position requires a child care provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

X This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.

X This position requires licensure, certification, or other special requirements described below:

X Other, please specify. (Financial Check)

18. Other Characteristics of the Position
Mental tasks include, but are not limited to, analyzing, communicating, coordinating, composing, directing, evaluating, observing, advising, interpreting, reading, and interviewing.

Equipment, aids, tools, and materials will include, but are not limited to, computer, telephonic, federal and state laws, Administrative Code Rules, Chancellor Memoranda, Standard Practices, software, state statutes and rules, University policies and procedures manuals, collective bargaining agreement and Administrative Code.

** Note: For purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.

SIGNATURES

19. I certify that I have reviewed and been provided a copy of the current position description for the position to which I am assigned.

Name of Employee __________________________ Signature __________________________ Date __________

20. I certify that the statements above, to the best of my knowledge, accurately describe the position. I understand that intentional falsification of this documentation is in violation of State statutes and may result in disciplinary action or prosecution.

Vacant __________ General Counsel __________ 10179 __________________________________________

Name of Immediate Supervisor __________ Class Title __________ Position No. __________ Signature __________ Date __________

21. Reviewing Authority:

______________________________ __________________________
John C. Cavanaugh, President __________________________SIGNATURE __________________________ DATE __________

______________________________
Name and Class Title __________

APPOS.FRM