



Legal Counsel, Contract Administration

Reports to:	Chief Legal Officer	Job Code:	HR
Department:	Office of Legal Affairs	Structure/Grade:	131
Division:	Office of Legal Affairs	Workdays:	246
Retirement:	Teacher Retirement System		

Position Summary

Provides wide-ranging legal analysis and legal support for the Office of Legal Affairs.

Essential Job Duties

- Provides support for wide-ranging legal contractual issues of the Vendor Services Department (Finance) with regards to contract negotiations, procurement, contract disputes, revisions, extensions & renewals.
- Reviews and interprets contractual agreements for legal sufficiency as prescribed by Board policy for all DCSD schools, departments, and centers.
- Conducts legal research to interpret and analyze state and federal laws, rules, or regulations pertaining to contractual agreements and issues.
- Provides written or oral legal analysis to the Chief Financial Officer or other staff.
- Prepares and/or reviews Board of Education agenda items as directed by the Chief Financial Officer or the Executive Director
- Maintains template forms for contract documents used by the district.
- Composes and prepares routine correspondence; prepares annual reports.
- Serves as liaison/designee for the Executive Director to ensure the best representation for the district (BOE, Superintendent, other stakeholders)
- Communicates with outside general counsel for BOE-approved general counsel matters.
- Ensures accuracy and timely issuance of information from winning bids/offers.
- Maintains office management system for organization of contract documents from receipt from vendors through to final disposition.
- Research, draft, and prepares documents related to business filings within the school district.
- Conducts training sessions for the staff related to tools and/or services for contractual functions.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree in business administration, Acquisition/Contract Management, Legal Studies, or closely related field from a Georgia Professional Standards Commission approved and accredited college or university required.
- Juris Doctorate plus admission to the State Bar of Georgia strongly preferred.
- Minimum five (5) years of contract experience preferably in a government or education role with an emphasis on contract law and negotiation



Legal Counsel, Contract Administration

Knowledge, Skills, and Abilities

- Knowledge of government procurement and purchasing law, real estate and or construction law, contract law, Special Purpose Local Option Sales Tax (SPLOST), education law, employment law.
- Knowledge of DCSD (DeKalb County School District) policies and procedures
- Knowledge of public-school administration
- Knowledge of contract negotiations, drafting, and record-keeping
- Superior legal writing skills and organizational skills with an emphasis on contract writing
- Skilled in gathering/researching information, data analysis, interpretation, report preparation and problem-solving.
- Ability to exercise sound judgment and discretion.
- Ability to establish and maintain productive working relationships with representatives from other organizational areas, coordinate and work with others engaged in various professional activities.
- Ability to prioritize assignments and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.
- Substantial movements (motions) of the wrists, hands, and/or fingers.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____