



Office of Human Resources Legal Administrator III - DL3257

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General Statement of Duties

Directs management, supervisory, administrative, operational and fiscal activities or projects within a specialized functional area with department-wide, which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the functional area, and provides direction to department leaders with regard to strategic planning associated with the functional area within the City Attorney's Office, District Attorney's Offices, and Office of Municipal Public Defender.

Distinguishing Characteristics

This class is exclusive to legal departments and agencies and performs supervisory work over a section's administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals. This class also works within an agency or department performing various budget related functions and oversees the section's purchasing and procurement functions.

The Legal Administrator III class has department-level responsibilities and may have some city citywide responsibilities within a defined scope and performs supervisory work over a department(s)' administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with the departmental plans and goals. This class also works within an agency performing various budget related functions or works within an organization and oversees the purchasing and procurement functions of the agency. The Legal Administrator III serves as an expert with regard to the agency's management, supervisory, administrative, operational and fiscal matters and is a resource within the specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with fiscal rules and regulations that directly impact the day-to-day operations within the agency's specialized functional area. This classification typically reports to an executive level position.

This class is distinguished from the Legal Administrator I that has section-level responsibilities within a defined scope and performs supervisory duties over a section's administrative, paraprofessional, and/or technical staff and supports professional and/or higher-level supervisors/managers through the application of the principles of legal management to accomplish the operational goals of the section's assigned area(s). This classification typically reports to a manager or a Legal Administrator II.

This class is distinguished from the Legal Administrator II has section-level responsibilities and may have some department-level responsibilities within a defined scope and serves as an expert with regard to a section's management, supervisory, administrative, operational and fiscal matters and is a resource within the section's specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with the fiscal rules and regulations that directly impact the day-to-day operations within the section's specialized functional area. This classification typically reports to a manager or a Legal Administrator III.

Administrator Definition:

An Administrator serves as a technical expert and resource in a specialized, functional area by resolving complex, technical issues and designing systems, processes, guidelines, rules, and standards that are critical and directly impact the on-going operations and policies in the functional area.

Level of Supervision Exercised

By position, performs supervision or lead work over employees within a specialized functional area.

Essential Duties

Acts as a chief representative and key resource in a functional area within accounting, budgeting, or finance, purchasing and procurement for the department, which includes working with clients (City departments and agencies, elected officials, and other stakeholders), and serves on special committees where decisions, commitments, and conclusions have considerable impact on the department operations of critical governmental activities.

Directs functional and/or operational area(s) within a department such as accounting, budgeting, finance, purchasing and procurement, operational management, compliance and reporting, expenditure control, and process improvement.

Develops and maintains effective working relationships with the broad spectrum of city officials within the city to gain necessary support for management decisions on priorities and goals. Fosters collaborative relationships to the benefit of the organization.

Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Develops annual and multi-year work plans within functional and/or operational area(s) and strategies to meet department business needs. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards to ensure department success in the functional and/or operational area(s).

Directs the financial operations of the agency including developing department annual operating budget, monitoring financial activities, oversees financial well-being by analyzing cost effectiveness. Directs cost control activities. Monitors required budget reports, and fiscal reports showing the financial status of operations for the review by executive management.

Ensures the department's compliance with fiscal rules and policies, monitors and assesses compliance, and makes recommendations for improvements.

Participates in legal, fiscal, and procedural monitoring activities, evaluates the effect of unforeseen developments on department plans and activities, and presents to top executive management suggested changes in function direction and redirection.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of employees; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Performs other related duties as assigned or requested.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards of an organization, self and others; chooses an ethical course of action; is trustworthy.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff, adapts leadership styles to various situations, models' high standards of openness and respect for individuals by applying these values daily.

Persuading and Influencing - Gains clear agreement and commitment from others by persuading, convincing and negotiating.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of Financial Management regarding general accounting procedures, systems, terms, concepts and policies, including familiarity with general ledger, general journal entries, fixed asset accounting, accounts receivable, and accounts payable; knowledge of methods of financial analysis; knowledge of budgeting, financial reporting, cash flow analysis, model building, and variance analysis; knowledge of financial controls (e.g., division of responsibilities).

Knowledge of Human Resources Management regarding procedures and tools for recruiting, selecting, and promoting employees; knowledge of U.S. federal, state employment laws, career service employment rules; knowledge of performance management systems (e.g., appraisal, disciplinary, and termination procedures); knowledge and expertise in personnel training and development systems/methods; knowledge of employee motivational techniques; knowledge of substance abuse issues in the workplace (e.g., intervention techniques, assessment and treatment resources).

Knowledge of Organizational Development regarding knowledge of leadership styles and techniques; knowledge of team development and management; knowledge of organizational development techniques (e.g., change management); knowledge and skill in negotiation and conflict management techniques.

Knowledge of Business Management/Legal Industry regarding knowledge of workforce demographics and trends; knowledge of planning techniques (e.g., strategic, disaster, and business planning); knowledge of procurement and contract management procedures (e.g., developing requests for proposals, evaluating proposals, overseeing contractor performance); knowledge of the American Bar Association Model Rules of Professional Ethics as it pertains to law firm management (e.g., conflict of interest, advertising, client file management); knowledge of changes/trends in the legal industry; knowledge of records management and retention requirements (e.g., requirements for paper and electronic documents, discovery holds and requests).

Education Requirement

Bachelor's Degree in Business Administration, Management, Public Administration, or a related field.

Experience Requirement

Four (4) years of experience in a legal office performing administrative functions in the day-to-day operations of the organization and three (3) years of supervisory experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements, except for the two years of experience in a supervisory position.

Licensure & Certification

By position, HR Certification, Certified Legal Manager Certification, Certified Government Financial Manager, Certified Public Financial Officer, or Certified Public Accountant.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Work involves pressure due to multiple calls and inquires; subject to many interruptions, varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: making frequent movements with a part of the body.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Licenses/Certification

Assessment Requirement

None

Probation Period

At Will Position

Class Detail

Pay Grade: X-000

FLSA Code: Y

Established Date: 2/26/2020

Established By: GT

Revised Date:

Revised By:

Class History: