

Job Specification



GENERAL COUNSEL AND LEGISLATIVE RELATIONS

Classification: Exempt
Grade: 15
Function: Executive

Position Summary:

The incumbent coordinates activities with all outside counsel including review of contracts and documents submitted by same. This position is accountable for research, analysis, evaluation, interpretation, and advocacy of policies, rules, and laws, including legislation, on behalf of NBC to ensure a continual focus on NBC programs. The incumbent reviews legislation to ensure that public policy enacted by the State positively impacts the development of NBC's programs. This includes screening all state legislation for relevance to NBC, analyzing potential impacts, and formulating/communicating NBC's position. Testifying before legislative committees and commissions is often required.

This position serves as Hearing Officer with respect to NBC's Collective Bargaining Agreements and coordinates with NBC's labor counsel as requested or required.

Serves as the Rhode Island Ethics Coordinator and partners with the State of Rhode Island's Ethics Commission.

Essential Duties and Responsibilities:

Coordinates and supervises the legal work and contracts of all outside legal counsel.

During the RI legislative session: reviews, on a daily basis, legislation as it is introduced to determine possible impacts on the NBC and need to refer it to relevant staff for NBC position.

Conducts performance reviews of assigned staff.

Develops proposed legislation and/or amendments to proposed legislation on NBC's behalf. Develops and implements lobbying strategies.

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Represents the Commission at Senate and House committee meetings and presents testimony as needed.

At the end of the session, reviews legislation that was passed to determine which legislation impacts NBC and disseminates that information to relevant NBC staff.

Prepares a monthly legislative report for management and reports significant legislative matters to the Board as needed.

Serves as a liaison with elected officials and city and town officials on matters concerning NBC's programs and policies. Oversees and assists in the dissemination of information to these officials. Coordinates and supervises the preparation of associated meetings.

Meets with State and local officials and coordinates/supervises preparations for these meetings.

Conducts research and prepares policy statements and position papers to forward the NBC's stance on a variety of public policy issues related to environmental and/or business-related problems that could impact NBC.

Represents NBC at hearings, meetings and conferences as required.

Provides written legal opinions and recommendations on legislative and legal issues as requested.

Drafts, conducts research, interprets, and advises agency staff on State legislative issues, including collaborating with legislative sponsors and developing NBC's position.

Responsible for the review of proposed and approved legislation, and partners with internal staff and external counsel as applicable for legislative matters requiring their support and/or input.

Performs other duties as assigned within skill and experience capabilities.

Serves as Hearing Officer with respect to union employee matters arising out of NBC's Collective Bargaining Agreements.

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Education and Experience:

Ten or more years of experience with legislative legal work and managing outside legal services.

Must possess a Juris Doctorate degree and be a member in good standing with the Rhode Island Bar Association.

Job Knowledge, Skills and Abilities:

The duties of this position require a demonstrated understanding in all general areas of law including but not limited to: environmental, administrative, evidence, contracts, constitutional, property law, torts, and civil and administrative procedures.

The position requires strong analytical, problem solving and organizational skills, ingenuity, frequent use of judgment and independent thinking to interpret statutes or documents, and a high degree of integrity.

Excellent verbal and written communications skills and the ability to interact on all levels, internally and externally, are essential.

Supervisory Responsibilities:

Responsible for the direction and daily supervision of assigned staff.

Physical Demands:

Must be capable of walking and standing for long periods of time while the General Assembly is in session.

Must be capable of working into the evening/nights for an extended period of time while the General Assembly is in session.