

Norton Sound Economic Development Corporation
Job Description

Job Title: General Counsel

Department: Administration
Supervisor: President & CEO
Supervisory: N/A
Grade: 19

Duty Station: Anchorage, AK
Type of Position: Regular Full-Time
Eligible for Benefits: Yes
FLSA: Exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The responsibility of the General Counsel will be leading corporate strategic and tactical legal initiatives. The General Counsel will provide senior management with effective advice on company strategies and their implementation, manage the legal function, and obtain and oversee the work of outside counsel. The General Counsel will be directly involved in complex business transactions in negotiating critical contracts.

Supervision Received:

The position receives supervision from the President & CEO who monitors work performance and gives work direction. The position will be responsible for following office priorities set by the CEO and the policies established by the Board of Directors. The position functions with general independence.

Essential Job Functions and Responsibilities:

- Participate in the definition and development of corporate policies, procedures and programs and provide continuing counsel and guidance on legal matters and on legal implications of all matters.
- Serve as key lawyer and legal advisor on all major business transactions, including acquisitions, divestitures and joint ventures.
- Support human resources and management on matters involving employment law.
- Judge the merits of major court cases filed against or on behalf of the company, work with the appropriate executive(s) to define a strategic defense and approve settlements of disputes where warranted.

- Provide expert and strategic legal advice and guidance to ensure that NSEDC conducts its business in compliance with applicable State and Federal laws and regulations.
- Structure and manage the company's internal legal functions.
- Provide advice on selection of all outside counsel, as well as to oversee retention, management and evaluation.
- Advise on legal aspects of the company's current and future business structures and legal entities including financing, risk, and corporate insurance.
- Provide guidance to NSEDC subsidiaries including: Siu Alaska Corporation and KDS Inc. as needed.
- Attend Board of Directors meetings
- Other duties as assigned.

Qualifications:

Juris Doctorate (JD) degree from an accredited law school is required. Must also be admitted in good standing to practice in Alaska and be a member of the Alaska Bar Association. A minimum of 4 years' experience as an attorney working on matters of corporate governance and/or fisheries law is required. Experience with a law firm and working with a board of directors and experience with local, state and federal regulations that relate to Alaska's commercial fisheries and Community Development Quota organizations is also preferred. Exposure to and/or familiarity with the following areas of law is strongly preferred: securities, antitrust, non-profit law, employment law, and fisheries.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of customer services concepts and practices
- Knowledge of privacy laws and regulations
- Knowledge of filing procedures
- Skill in troubleshooting and development of solutions.
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in managing other attorneys and supervising support staff in a corporation
- Skill in effective management of outside legal resources
- Skill in leadership and organizational management
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications
- Ability to communicate effectively with a variety of contacts, including outside attorneys, senior management, and business associates.
- Ability to base decision-making process on ethics and integrity.
- Ability to handle complete and significant legal and related matters.

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions

- Work is conducted in a standard office environment.
- Overtime is required on occasion
- Minimal travel is required (less than 25% of the time).
- Travel is done via large aircraft.
- Travel is done via small (9 or less passenger) aircraft.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.