



OHIO EDUCATION ASSOCIATION

The Ohio Education Association (OEA) is seeking an Assistant General Counsel/Director of Member Legal Services to support the General Counsel by providing effective advice on Association strategies and their implementation, helps manage the legal function, and assists in obtaining and overseeing the work of outside counsel. This position also serves as Director of Member Legal Services and oversees the day-to-day workflow of the Association's Member Legal Services Programs and Legal Services Department. The Assistant General Counsel assists with the Association's strategic and tactical legal initiatives and provides advice to the Association, its affiliates, and its membership in legal matters, including both private and public sector labor law matters.

## **ESSENTIAL FUNCTIONS**

- Manages OEA's Member Legal Services Program. Receives and reviews requests for Legal Services Program assistance, consult with appropriate staff members/Program attorneys, make determination of Legal Services case assignments to Program attorneys, and work on assigned cases.
- Negotiate and maintain relationships between OEA and law firms contracted to provide legal services, maintain lists of OEA program attorneys, assign program attorneys to accepted cases, manage liability claims with the plan providers and coordinate payment to Plan attorneys.
- Assist in the retaining, managing and evaluation of the work of outside counsel.
- Serve as named program coordinator of OEA/NEA Legal Services Programs, including responsibility for compliance with National Education Association (NEA) Program requirements. Supervise the maintenance of all records; files and related documents for all Legal Services Program requests; and processing of all claims and related documents in seeking reimbursement from the NEA Legal Management System. Regularly evaluate the Programs and reconciliation of conflicting policy and program parameters. Design and implement systems for program efficiency and management.
- Provides legal representation to members and Association affiliates before administrative agencies, referees, employers, and/or courts of law assigned.
- Participates in the definition and development of Association policies, procedures and programs and provides continuing counsel and guidance on legal matters and on legal implications of all matters.
- Provide advice, consultation and training on the Legal Services Programs and substantive legal issues to OEA governance and local Associations and serve as staff liaison to governance groups and committees as assigned.
- Addresses organizational and staff issues in accordance with staff contracts and OEA policies.
- Review all local association constitution and bylaws for compliance with legal guidelines.
- Prepare annual budgets for Member Legal Services Programs and assists the General Counsel in developing an annual budget for the Legal Department; monitors expenditures and adjusts expenditures to stay within budget.
- Serve as member of the Management team and perform such management, supervisory, and administrative functions as may be assigned.
- Collaborates on all Legal Department matters with the General Counsel.
- Performs other duties, as assigned.

## QUALIFICATIONS

### Education, Experience, and Training:

- Must possess Juris Doctor Degree and be currently licensed to practice law in Ohio.
- At least three (3) years of experience serving as an Assistant General Counsel or related capacity.
- Minimum of three (3) years of experience in public and/or private sector labor law; Association experience preferred.
- Successful management or supervisory experience.
- Experience working in a union environment and serving as the legal representative on matters of employer-employee relations.
- Experience with cost effective management of outside legal resources.

### Required Knowledge, Skills, Ability:

- Knowledge and experience in school law, civil service law and collective bargaining law.
- Ability to identify risks, propose alternative solutions to mitigate risks and manage complex issues.
- Excellent analytical research and documentation writing skills. Demonstrated ability to conduct legal research effectively, using both print and electronic means, and to draft legal research memoranda for Association distribution.
- Evidence of a commitment to excellence and continual improvement in all areas.
- Demonstrated ability to use independent judgment and discretion to formulate, interpret, implement, compare, evaluate, and recommend policies and course of action regarding all aspects of the organization.
- Ability to provide leadership, take initiative and delegate appropriately while managing organizational priorities.
- High ability to resolve complaints and recommend courses of action on the interpretation, implementation and development of policies, procedures, and union agreements.
- Familiarity with the collective bargaining process, strategies and concepts, labor relations and contract administration.
- Ability to maintain utmost level of discretion, work independently and take initiative in a dynamic environment.
- Ability to collaborate effectively, navigate conflict appropriately and build relationships internally and externally.
- Demonstrated ability to communicate effectively both verbally and in writing with diverse audiences.
- Commitment to union principles and values and ability to work in a unionized environment.
- Manage project budgets and monitor expenditures on a regular basis.
- Ability to work flexible hours and/or extended hours.

### About OEA

The OEA represents more than 121,000 teachers, faculty members and support professionals who work in Ohio's schools, colleges and universities to help improve public education and the lives of Ohio's children. OEA members provide a wide range of professional education services in communities throughout the state.

Our members teach in kindergarten classrooms, high school labs and university halls. They counsel adolescents and help students carve out career aspirations. We coach athletes and transport students to and from the schools and extra-curricular events. We provide professional services to benefit students, schools and the public in virtually every position needed to run Ohio's schools.

OEA members are dedicated to children and public education. OEA's mission is to lead the way for the continuous improvement of public education while advocating for our members and the students we serve. We always have, and always will, work to that end. Through OEA's more than 150-year history OEA

members have been involved in every struggle and effort to advance the finest of America's dreams: a quality public education for every child.

OEA has been working to make schools better and improve public education since 1847.

### **AUTHORITY AND RELATIONSHIPS**

A confidential management position reporting to the General Counsel. Assists in the supervision of management staff of the Legal department and the daily operations of staff and others as required.

### **BENEFITS OVERVIEW AND APPLICATION INFORMATION**

Salary is commensurate with experience. Fringe benefits include paid vacation, sick leave, health insurance, paid holidays and retirement plans, including 401(k). This position is exempt from the bargaining unit.

For consideration, please submit a letter of interest and resume to OEA Human Resources, [hr@ohea.org](mailto:hr@ohea.org).

View the OEA website [www.ohea.org](http://www.ohea.org) for more information about OEA.

**The OEA is an Equal Opportunity/Affirmative Action Employer.**