

**Alameda-Contra Costa Transit District, CA**  
**General Counsel/Chief Legal Officer**  
**Profile Text Draft**

## **THE COMMUNITY**

The East Bay of the “San Francisco Bay Area” is noted for its diverse culture, vibrant neighborhoods, economic opportunities, and natural beauty. Its pleasant climate fosters a year-round outdoor lifestyle, with the Oakland Estuary's marinas serving as gateways to exceptional sailing and fishing in the San Francisco Bay. The nearby Napa Valley invites exploration of its famous wineries and culinary delights, while San Francisco and all that it offers is just minutes away. In addition, the East Bay is just hours from Lake Tahoe and the Sierra Mountains and less than three hours from Monterey, Carmel, and Mendocino, and a short one-hour flight to Southern California.

The City of Oakland is the metropolitan focal point of the exciting East Bay Area. It is a thriving setting for its 430,000 residents and a tourist destination for thousands of visitors annually with growing recognition for its remarkable range of restaurants. This City boasts a rich tapestry of many races and cultures, with a strong sense of community, and a legacy of activism as well as a rich art, literary and musical heritage. The Bay Area is home to several professional sports teams, spacious parks, and is a recreational and entertainment playground. It has eight four-year colleges, including the prestigious University of California at Berkeley, and ten community colleges.

## **THE DISTRICT**

The Alameda-Contra Costa Transit District (AC Transit) is a diverse, innovative, award-winning transit agency that has been in operation since 1960 and is the largest public bus-only system in California, and the third largest bus-only transit agency in the United States. Based out of Oakland, California, with multiple facilities throughout Alameda and Contra-Costa Counties, AC Transit's more than 2,300 employees, the majority of whom are represented by the Amalgamated Transit Union, Local 192, make bus service available to 1.5 million East Bay residents that populate its 364 square mile service area. With an operating budget of \$568.9 million for fiscal year 2023-2024, AC Transit operates a fleet of 626 buses and six facilities and is moving forward with its zero-emission program and facility upgrades as funding becomes available. Currently, AC Transit connects to nine other public and private bus systems, 22 BART stations, seven Amtrak stations and five ferry terminals and is in the process of redesigning its service network through the *Realign* project.

AC Transit has won numerous awards and in 2023, was honored as the ***Outstanding Public Transportation System of the Year*** by the American Public Transportation Association. AC Transit's mission is to deliver safe, reliable, sustainable transit service that responds to the needs of its customers and community. AC Transit's core values include safety, service, environmental

sustainability, equity, innovation, integrity, and trust. To learn more about AC Transit, visit <https://www.actransit.org/about>.

## **THE POSITION**

The General Counsel/Chief Legal Officer (GC/CLO) is appointed by and serves at the pleasure of the District's elected Board of Directors. The incumbent is responsible for developing and implementing legal compliance strategies, developing policies and goals, and acts as chief legal advisor to the Board of Directors and District staff. The GC/CLO also serves as Corporation Legal Counsel for the AC Transit Financing Corporation Board of Directors. Key Responsibilities include but are not limited to the following:

- Plans and implements the strategic direction for the Office of the GC/CLO.
- Develops administrative policies, procedures, and work standards to ensure that goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides organizational structure and leadership within the Office of the GC/CLO, including the selection, professional development, supervision, review, and evaluation of assigned employees; develops, mentors, and guides staff in achieving goals and objectives; and works to strengthen the District by improving morale, team building and implementation of programs to develop and train employees.
- Manages, develops, and administers the annual budget for the Office of the GC/CLO.
- Participates in the development of the District's Strategic Plan.
- Provides legal advice and consultation both orally and in writing to the AC Transit Board of Directors, Board Officers, and the Financing Corporation respectively.
- Drafts or directs the preparation of legal opinions; legal memoranda; District policies, resolutions, and ordinances; and other relevant legal documents.
- Oversees and directs legal settlements and legal defenses of claims against the District and all litigation filed on behalf of or against the District.
- Oversees the preparation of and/or prepares a variety of reports and documents related to legal activities and litigated cases.
- Monitors legal developments and reviews and interprets current statutes and ordinances, proposed legislation, judicial decisions, and legal opinions that may impact the District and recommends appropriate action.
- Ensures that the District's interests are protected by foreseeing potential liabilities and works to mitigate the District's exposure to legal challenges.
- Manages the Risk/Claims Department and arranges procurements outside legal counsel, as required.
- Appears in Federal and State courts as a legal representative of the District.
- Drafts, reviews and/or approves all formal Requests for Proposal, Invitations for Bid, and contracts to which the District is a party for compliance with applicable laws and regulations as well as all legal documents relating to environmental matters that may impact the District.

- Provides legal advice on locally and federally funded procurement activities and interprets Federal, State and local regulatory requirements including US DOT, US EPA, California Air Resources Board, and California Public Utilities Commission.
- Attends all meetings of the Board of Directors unless excused.
- Prepares or reviews and approves staff reports related to Board agenda items as required.

## **THE IDEAL CANDIDATE**

AC Transit is looking for a GC/CLO who is a confident leader that can build collaborative relationships and communicate clearly and effectively with elected officials, various government entities, stakeholders, and funding partners. The GC/CLO is committed to understanding the intricacies of the District's operations and challenges and works collaboratively with the General Manager and members of the executive team. The most competitive candidates will have a proven track record of success and possess municipal experience as well as management and personnel experience. Those who are results and solutions-oriented and take a proactive approach to protecting the District's interests while navigating the complexities of government are desired. The ideal GC/CLO will embody the highest standards of professionalism and work ethic, inspire trust and respect, and foster a culture of excellence and integrity. The Board is seeking an approachable, flexible, and responsive hands-on manager who understands the duties and responsibilities of their employees, serves as a coach and mentor, and fosters positive morale by empowering their team while ensuring accountability. The ability to skillfully navigate a political environment while remaining apolitical is desired. The Board is looking for a candidate who is articulate, detail-oriented, thoughtful, and who presents compelling recommendations based on thorough research, providing the Board with all information needed to make informed decisions.

The ideal General Counsel will also demonstrate:

- The ability to take a stance and be firm, as needed, when protecting the District's interest.
- An understanding of transit law, employment law, personal injury law, labor relations, procurement, and workers' compensation.
- Effective negotiating skills.
- Experience in advising a public or private board and an understanding of or willingness to obtain knowledge of open meeting laws, conflict of interest law, and the principles and conduct of public meetings.
- Unquestioned ethics and integrity.

Candidates from the public and private sector are encouraged to apply.

### ***Education and Certifications***

This position requires a Juris Doctor degree from an accredited law school and good standing membership with the California State Bar. Candidates must possess an *equivalent* of ten (10) years of increasingly responsible and direct experience in the practice of civil law; three (3) years of experience directing subordinate attorneys and the professional and administrative staff of a law firm or legal department, and two (2) years working in a legal capacity for a public agency, special District, or private entity.

## **COMPENSATION AND BENEFITS**

The salary for the General Counsel is up to **\$XXX,XXX**; placement will be dependent on experience and qualifications, and is negotiable. AC Transit also offers an excellent benefits package including:

- Health Insurance
- Dental Care
- Vision Care
- Flexible Spending Accounts
- Life Insurance
- Retirement
- Deferred Compensation Plan
- Paid Holidays
- General Leave (Paid Time Off)
- Tuition Reimbursement
- Wellness Program
- Employee Assistance Program
- Free Transportation on AC Transit

## **TO APPLY**

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

### **Filing Deadline: June 4, 2024**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with AC Transit. Candidates will be advised of the status of the recruitment following selection of the General Counsel/Chief Legal Officer. If you have any questions, please do not hesitate to call Ms. Valerie Phillips at (916) 784-9080.