

EXECUTIVE VICE PRESIDENT/GENERAL COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President and Chief Executive Officer of the Westchester County Health Care Corporation, the incumbent of this class oversees management and operation of the division of legal affairs. This position acts as advisor to the President/CEO and serves as legal counsel. Responsibilities include preparing and reviewing legal documents, drafting and reviewing legislation and legal opinions, negotiating and drafting contracts, leases and other legal instruments, and advising administrators on legal matters pertaining to operations, policies and other aspects of the Westchester County Health Care Corporation. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and reviews policies and ensures implementation by appropriate staff, providing professional guidance on legal strategies, case assignments, and pursuit of appeals;

Advises the President/CEO and other executives and administrators on legal aspects of major issues and policies;

Consults with executives and administrators on the legal consequences of their acts and policies, and advises of their authority under Federal, State and local law;

Prosecutes and defends civil legal actions and proceedings brought by or against the Westchester County Health Care Corporation, or its employees acting within the scope of their employment, or assigns staff to handle litigation and appeals;

Participates in meetings and conferences as representative of the Westchester County Health Care Corporation and represents WCHCC interests, when appropriate;

Oversees the review and analysis of federal and state legislation to assess its impact on WCHCC and confers with officials to secure legislation favorable to the interests of the WCHCC or to avert unfavorable legislative action;

Negotiates and reviews legal documents, making amendments where necessary, to protect the interests of the Westchester County Health Care Corporation;

Advises legal staff and reviews proposed resolutions, acts and local legislation, and related documents, to ensure compliance with the law and to protect the interests of the Westchester County Health Care Corporation;

Keeps abreast of developments in the field of civil law, with an emphasis on municipal and health care law;

Confers with opposing counsel on complex legal matters;

Forecasts departmental staffing needs and requirements and initiates action to fulfill these needs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Directs the preparation of the annual budget of the division.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of federal, state and municipal laws, particularly litigation, municipal, contract and health care laws governing the State of New York; comprehensive knowledge of the functions and programs of County government as they relate to the operation of the Westchester County Health Care Corporation; thorough knowledge of trial techniques; ability to prepare for court proceedings and to conduct comprehensive court actions of behalf of WCHCC; ability to establish and maintain effective professional relationships; ability to analyze legal issues and identify significant cases that may affect the Westchester County Health Care Corporation; ability to communicate clearly, both orally and in writing; ability to inspire trust and confidence; ability to manage and direct the work of a legal staff; ethical conduct in the practice of law; sound professional judgment; initiative; resourcefulness; dependability; tact; integrity; discretion; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a school of law with an LL.B* or JD* Degree, and a minimum of ten years experience in the practice of law, six years of which must have been in the practice of municipal or health care law.

SPECIAL REQUIREMENT: Admission to the Bar of the State of New York at least ten (10) years prior to the date of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.