



## ❖ **Position Summary:**

Deputy General Counsel, Office of the General Counsel

This position serves as the Deputy General Counsel of procurements, contracts, and rulemaking matters, including, but not limited to, requests for legal advice or opinions from the divisions and executive leadership; procurement and contract matters; legislative analyses; and rulemaking. This position supervises attorneys performing those functions and reports to the General Counsel directly on issues not fully delegated to other attorneys. In addition, the position oversees other administrative management aspects of the General Counsel's office and serves as a litigator and hearing officer as needed.

This position provides legal advice and counsel to the respective officers and employees of program areas as assigned. This representation requires research and interpretation of the applicable statutory laws, codes, administrative rules and regulations, and court decisions as related to specific legal matters. This position may assist in drafting proposed legislation and administrative rules intended to carry out the policies and statutory functions of the Department. This representation also may include the review of proposed legislation for impact on the Department's operations.

The successful candidate will exercise independent judgment in the exercise of his/her duties, including the leadership and management of attorneys providing legal advice and performing legal analyses; personnel administration; and employee relations.

This position is responsible for the supervision of staff including performance management, planning and directing work, managing schedules including leave requests, fostering a healthy and positive work environment, and working with the Office of Human Resources during hiring and disciplinary actions.

Performs other tasks as assigned by the General Counsel and/or Executive Level Management.

DMS provides an excellent opportunity for attorneys who thrive in a team-oriented organization and operate in a fast-paced environment that requires resolution of a broad array of significant legal issues.

## ❖ **Pay Range:**

\$88,000 – \$93,000

## ❖ **Organization Background:**

The Florida Department of Management Services (DMS) is a customer-oriented agency responsible for managing the various business and workforce-related functions of state government. Under the direction of Governor Ron DeSantis and DMS' Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, technology, private prisons, fleet, and federal property assistance programs utilized throughout Florida's state government. DMS is relied upon to establish, maintain, and improve the business processes used by state employees to



create a better, not bigger, government. DMS facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state's workforce. It is against this backdrop that DMS strives to demonstrate its mission statement, "We serve those who serve Florida." Under the leadership of DMS Secretary Jonathan Satter, DMS' employees embody four pillars on a daily basis: lead by example, serve with excellence, create efficiencies, and challenge the status quo. Learn more about the business and workforce arm of Florida government here: <http://www.dms.myflorida.com/>.

### ❖ **Location:**

With its canopied roads shaded by moss-draped oaks, temperate climate, and award-winning state park system, Tallahassee is truly a gem within Florida — a state that has created more than 1.3 million private sector jobs since 2010 and offers its workers an excellent quality of life with no state income tax. Tallahassee is home to two major universities, a community college, the epicenter of state government, hundreds of industry association headquarters, and multiple private-sector interests. It is in close proximity to the crystal-clear waters of Gulf Coast beaches and natural springs, the old-Florida charm of St. George Island, the Nature Coast, and the hospitality of several quaint South Georgia towns. Explore upcoming events and activities in Tallahassee: [www.visittallahassee.com](http://www.visittallahassee.com).

### ❖ **Position Responsibilities:**

Specific responsibilities of the Deputy General Counsel of procurements, contracts, and rulemaking matters include, but are not limited to:

- Working closely with and supporting the General Counsel in leading the OGC.
- Providing competent legal advice and counsel to the Department on a wide variety of issues.
- Providing litigation support in administrative and judicial proceedings, if needed.
- Providing oral and written advice based on a thorough understanding of the applicable law and an accurate knowledge of the facts.
- Developing and maintaining positive and professional relationships with internal clients and external stakeholders.
- Executing job responsibilities in accordance with all legal and ethical requirements.
- Effectively communicating complex and technical information to various audiences.
- Persuasively presenting information and building consensus.
- Generating polished and accurate written work product.
- Supervising several attorneys to ensure that OGC and the agency mission are achieved.
- Anticipating and recognizing potential issues and proactively gathering information, proposing resolutions, seeking consensus, and escalating issues as appropriate.
- Professionally growing and developing OGC attorneys and administrative personnel through effective leadership, guidance, and implementation of best practices.



- Successfully managing multiple high-priority projects and meeting internal and external deadlines.
- Fostering a healthy and productive work environment. This position is designated as one of special trust and is subject to a national background investigation, including fingerprinting, as a condition of employment.

### ❖ **Candidate Profile Experience:**

The Deputy General Counsel of procurements, contracts, and rulemaking matters must possess the following qualifications unless otherwise indicated:

- At least five years' experience as a licensed attorney.
- At least two years of management experience.
- Superior verbal and written communication skills is required.
- Proficiency in office information technology is required.
- Experience with competitive procurement and contract review is required.
- Knowledge of the Florida Rules of Evidence, Florida Administrative Procedures Act, Florida Rules of Civil Procedure, and Government in the Sunshine Law are required.
- Knowledge of information technology and cybersecurity is highly desired.
- Litigation experience, including administrative law, is highly desired.
- Experience with bill analyses is highly desired.

### ❖ **Education:**

Juris doctor from an accredited law school is required. Candidates must also have admission to and be in good standing with The Florida Bar.

### ❖ **Reporting Relationships:**

This position reports directly to the General Counsel, who reports directly to the Secretary of the Department of Management Services. The Secretary is a direct report to the Governor. The Deputy General Counsel's direct reports include several attorneys.



## ❖ Recruiting Contact:

Karen Beard  
Recruiter  
Florida Department of Management Services  
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Email: [Karen.Beard@dms.myflorida.com](mailto:Karen.Beard@dms.myflorida.com)

*The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.*

*DMS is committed to successfully recruiting and onboarding talented and skilled individuals into its workforce. We recognize the extensive training, experience, and transferrable skills that veterans and individuals with disabilities bring to the workforce. Veterans and individuals with disabilities are encouraged to contact our recruiter for guidance and answers to questions through the following email addresses.*

[DMS.Ability@dms.myflorida.com](mailto:DMS.Ability@dms.myflorida.com)

[DMS.Veterans@dms.myflorida.com](mailto:DMS.Veterans@dms.myflorida.com)

*An individual with a disability is qualified if he or she satisfies the skills, experience, and other job-related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation.*

*Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at 850-488-2707. DMS requests that applicants notify HR in advance to allow sufficient time to provide the accommodation.*

*The State of Florida supports a drug-free workplace. All employees are subject to reasonable suspicion drug testing in accordance with section 112.0455, Florida Statutes, Drug-Free Workplace Act.*

*The State of Florida and DMS participate in E-Verify. This federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.*

*Successful completion of a background screening will be required for this position.*