



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Chief Legal Officer

St. Croix or St. Thomas

EXEMPT

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

Chief Legal Officer – Leads, directs, and oversees all legal matters involving the Virgin Islands Waste Management Authority. Provides legal advice and prepares legal dispositions for the Authority. Defends the Authority in lawsuits, labor relations cases, legal and agency proceedings. Under the directive of the Executive Director, retains and manages outside legal counsel as needed.

This exempt position requires independent decision making and autonomy in the discharge of duty. It is a professional, executive role with respect to the subject matter described herein. This position is thus outside the purview of the Virgin Islands Wrongful Discharge Act and said employee can be terminated at any time with or without cause. No property right to employment exists and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.

DUTIES AND RESPONSIBILITIES:

- Serves as the principal legal advisor for the Authority.
- Leads, directs and oversees all legal matters including lawsuits, labor issues, compliance issues, contracts and agency proceedings.
- Serves as the legal advisor to the Executive Director.
- Monitors Authority activities to ensure that they confirm with policy, procedure, regulations, legislations and the Virgin Islands Code.
- Establishes legal policies and procedures as appropriate.
- Responsible for ensuring outside legal counsel meet performance expectations and deadlines, if they are retained.
- Collaborates with Authority directors/managers to streamline the legal processes and increase organizational efficiency related to legal matters.

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- Provides legal advice for the Authorities environment, compliance, health and safety programs.
- Provides legal sufficiency on all contracts, policies and standards of operational procedures.
- Assists in evaluating new laws, regulations and requirements and establishing response strategies as required.
- Participates in the investigation of all accidents and environmental spills, releases or violations and review all reports to provide Authority with legal opinion.
- Develops and maintains a sound working relationship with government authorities and the legal community.
- Manages the budget for the legal division.

EDUCATION AND EXPERIENCE:

- Juris Doctorate from an accredited law school and a current Virgin Islands Licensure is required.
- Eight years of relevant legal experience including at least two to four years of experience with a government agency, a solid waste and/or wastewater authority or a utility
- Membership in good standing at the Virgin Islands Bar Association required

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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