



ILLINOIS POWER AGENCY

Anthony M. Star, Acting Director

March 7, 2014

Illinois Power Agency

Seeks

Chief Legal Counsel

The Illinois Power Agency is seeking a Chief Legal Counsel. Please see the attached job description for more information on the duties of the position and the qualifications required.

For more information on the Illinois Power Agency, please refer to:
www.illinois.gov/ipa

To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star
Acting Director
Illinois Power Agency
160 North LaSalle Street, Suite C-504
Chicago, Illinois 60601

Anthony.Star@Illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

ILLINOIS POWER AGENCY

POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position Chief Legal Counsel		Illinois Power Agency		016		
New/Revised Position						
5. WORK LOCATION			6. TERM CODE		<input type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position Chicago						3/7/14
New/Revised Position						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<p>The Chief Legal Counsel (CLC) reports to the Agency Director and shall be responsible for all legal matters pertaining to the Agency. The CLC will provide legal advice to the Director and senior Agency leadership on all legal matters affecting the Agency and will represent the Agency in courts or before agencies.</p> <p>Key Roles and Responsibilities</p> <ol style="list-style-type: none"> 1. Represents the Agency relating to all legal matters, including: <ul style="list-style-type: none"> ○ Represents the Agency before the Illinois Commerce Commission in contested dockets (including litigation of the Agency's annual Procurement Plan) ○ Serves as Agency FOIA Officer and Agency Ethics Officer; ○ Maintains contact and communication regarding legal matters affecting and/or involving the Illinois Power Agency; ○ Represents the Agency before legislative committees, presenting the Agency's position regarding pending legislation, mandates and other programmatic issues. 2. Serves as a policy making official; participates in determining policy which fixes objectives or states principles and binds the agency to specific courses of action; serves authoritatively on legal issues impacting agency management and statewide operations; participates in formulating and implementing policy for the total management of IPA operations; drafts, reviews, and presents Agency rules for review before JCAR. 3. Provides legal advice and interpretation to Agency management impacting IPA goals, policies and procedures, and various programs; manages all aspects of handling of Agency loans and grants; prepares legal opinions for use of the Director in day-to-day decision making; drafts legislative proposals and position papers; reviews contracts, court opinions and other binding agreements/obligations and recommends courses of action to achieve legal requirements of same. Confers with agency administrators, outside counsel (including the Attorney General's Office), and other governmental agencies on compliance matters, coordinating findings and making administrative decisions on implementing the development, improvement, and expansion of agency programs. 					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE
						3/5/2014

8. (CONTINUED)	
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
	<p>4. Reviews contracts, leases, proposed settlements and other legal documents for adequacy and to assure such documents protect the Agency's standing and meet all legal obligations; recommends the Agency's position, including modifications, amendments which further the Agency's goals and missions.</p> <p>5. Serves as a member of the Director's executive staff; reviews proposals for legal adequacy; recommends policies, procedures and related amendments to address legal issues, court orders, propose and/or reviews for adequacy, budget proposals and disbursement of funds.</p> <p>6. Serves as legislative liaison, tracks and monitors all legislation that impacts the Agency; provides written summaries and analysis of legislation affecting the Agency; provides recommendations on new legislation and amendments to existing legislation; attends and monitors relevant governmental hearings and sessions.</p> <p>7. Perform other duties as required or assigned by the Director.</p>

9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Director, Illinois Power Agency

10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR

List position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

- Juris Doctor from an ABA accredited law school.
- Member of the Illinois Bar in good standing.
- Minimum 5 years of legal experience with a minimum of two years of experience in the energy and utility regulatory field. Additional legal experience in the following fields is desirable: contracts, electricity, renewable energy, and legislative relations.
- Experience with Westlaw legal research tools.
- Ability to serve as sole attorney on legal projects.
- Effective verbal and written communication skills.
- Ability to travel, including overnight when necessary.
- Demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and Internet applications.
- Ability to handle multiple priorities in a dynamic, entrepreneurial environment.

The Chief Legal Counsel is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.