

## Legal Services Director (WMS 4)



### ABOUT WSIB:

The Washington State Investment Board is a dedicated global investment management organization with assets under management in excess of \$100 billion. WSIB's globally diversified portfolios are comprised of more than 14,000 securities across 74 countries on 6 continents and in 49 currencies. WSIB's central mandate is to maximize return at a prudent level of risk.

### WHY WORK AT WSIB?

WSIB is a respected institutional investor and thought leader in its industry. A solid reputation and large scale offer the opportunity to invest in the world's leading investors on behalf of more than 500,000 public employee beneficiaries.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

**POSITION:** Legal Services Director (WMS 4)  
**SALARY:** \$76,968- \$132,612  
**LOCATION:** Olympia, Washington  
**OPENS:** November 9, 2016  
**CLOSES:** Open until filled

The Washington State Investment Board (WSIB) is seeking highly qualified candidates to fill a Legal Services Director position. This is a full time Washington Management Service 4 position reporting to the Chief Operating Officer. The Legal Services Director manages, plans, directs and coordinates the Legal Services Unit, which includes both contracting and public records activities, and works closely with the Assistant Attorney General (AAG) in providing guidance and direction to the Board, Committees, WSIB investment officers, and staff on a wide range of legal issues to assist the agency in fulfilling operational and fiduciary responsibilities.

### PRINCIPAL RESPONSIBILITIES:

- Facilitates the provision of highly technical specialized legal services that includes long and short term planning, development and presentation, to ensure that actions and positions taken by the WSIB are legally supportable, and in accordance with applicable rules and regulations. Supports the AAG in advising Board members and staff in legal matters pertaining to their position and meeting their fiduciary responsibilities, and providing direction on governance issues to the WSIB.
- Evaluates complex, significant matters that span across all areas of the asset management business, considering both a legal risk and business impact perspective. Considers multiple inputs and impacts of all decisions and courses of action using an appropriate degree of creativity.
- Manages, plans, directs and coordinates the Legal Services Unit; identifies and resolves problems and issues; enhances the effectiveness of employees through timely appraisal and professional development; supports effective communications throughout the organization. Maintains the highest standards of personal, professional, and ethical conduct, and supports the state's goals for a diverse workforce. Develops, implements, and administers policies.
- Oversees the WSIB's contracts administration function. Oversees the preparation of proposals, negotiation, and administration of contracts in accordance with agency, state policies, and legal requirements.
- Establishes relationships of trust and respect with the assigned AAG, key stakeholders, and manages critical relationships with external parties, e.g. regulators, external counsel, politicians, stakeholders, Board members, etc.
- Oversees all public record request activities, including determination of record existence, confidential or proprietary nature, and relevant statutory exemptions.
- Develops and provides education sessions to the Board and staff on targeted relevant legal issues.



**WSIB OFFERS:**

- Opportunities for professional development, training, growth and advancement
- Tuition reimbursement
- A comprehensive benefits package; including health, dental, life and long-term disability insurance, vacation, sick, military and civil leave, 11 paid holidays per year
- Membership in the Public Employees’ Retirement System
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

**SPECIAL NOTE:**

A criminal history records check to include fingerprinting and credit check is required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Mary Hougan, Human Resources Consultant at (360) 956-4716 or via email to [hr@sib.wa.gov](mailto:hr@sib.wa.gov).

**QUALIFICATIONS**

The strongest candidate will possess:

- Juris Doctor Degree from a fully accredited American Bar Association approved law school or equivalent qualification.
- Broad and extensive experience in the practice of law, ideally including experience in the public sector or a regulated industry, with knowledge of laws affecting public pension plans.
- Experience working with and advising boards.
- Leadership experience, including managing both internal staff and outside counsel.
- Seven plus years’ experience advising the Board of Trustees of a retirement system regarding their fiduciary responsibility.
- Effective communication and collaboration at multiple internal and external levels; able to provide analysis of data and issues; problem solving capabilities and sound judgement.
- Outstanding legal thinking and leadership skill; the ability to think about issues broadly and provide solutions and options.
- Strong interpersonal skill; ability to interact effectively with people at all levels, including Board members, staff at a variety of levels, outside counsel, and political and public officials.
- Excellent written and verbal communications skills. The ability to communicate clearly, concisely, and accurately in public and private settings.
- Strong organizational skills and ability to organize and document processes.
- Personal values that include a solid work ethic and unquestioned honesty and integrity.
- Keen intelligence, business judgement and ability to understand and respond to business issues and needs.
- Self-starter with goal-orientation and the ability to handle multiple priorities successfully.

**TO APPLY PLEASE VISIT – [WWW.CAREERS.WA.GOV](http://WWW.CAREERS.WA.GOV)**

**In addition to a complete profile, please attach:**

- A cover letter specifying why this position is of interest to you, and how you meet the qualifications listed above. This letter should be no more than two pages.
- A current chronological resume.

**SPECIAL REQUIREMENT:**

A pre-employment background check that includes fingerprint criminal history and credit check are required.

**CONTACT:**

Mary Hougan: [HR@sib.wa.gov](mailto:HR@sib.wa.gov): 360-956-4716