# POSITION DESCRIPTION

# general counsel, general services administration

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| **OVERVIEW** |
| Position Type | Noncareer appointment (NA)[[1]](#endnote-1) |
| Agency Mission | The mission of the General Services Administration (GSA) is to deliver the best value in real estate, acquisition and technology services to government and the American people.[[2]](#endnote-2) |
| Position Overview | The general counsel is the agency’s chief legal officer and is responsible for legally sound implementation of GSA's mission responsibilities nationwide.[[3]](#endnote-3) |
| Compensation | NA |
| Position Reports to | Administrator or Deputy Administrator |
| **RESPONSIBILITIES** |
| Management Scope | Assisting the general counsel in managing the office are three associate general counsel, who serve as division chiefs in the central office; the ethics law staff; the administrative support staff; and 11 regional counsel. Each of GSA's 11 regions has an office of regional counsel. These offices, headed by regional counsel, may consist of one or a team of "managing" attorneys. The regional counsel report directly to the general counsel through the deputy general counsel. The number of attorneys staffing each regional office varies with the region’s size and workload. Most regional attorneys work as general practitioners handling client matters on a priority basis and focus on matters and areas of law specific to their region.[[4]](#endnote-4) |
| Primary Responsibilities | * Provides extensive ongoing legal advice to the GSA leadership in areas of legislation, contract structure and execution of the broad GSA mandates in purchasing and property management
* Carries out all legal activities of GSA
* Ensures full and proper implementation of GSA's statutory responsibilities
* Oversees the drafting of legislation proposed by GSA
* Serves as external liaison on legal matters with other federal agencies[[5]](#endnote-5)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Accomplished attorney
* Management experience
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| Competencies | * Effective leader, with the highest standards of personal and professional integrity
* Ability to creatively solve problems and offer solutions
* Ability to provide strategic and pragmatic counsel
* Superb communications skills
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| **PAST APPOINTEES** |
| Kris E. Durmer (2009 to present) – director, Smith-Weiss, Shepard & Durmer P.C.; Commissioner, Nashua (New Hampshire) Housing Authority; Vice Chair, Board of Directors of Sallie Mae[[6]](#endnote-6) |
| Leslie Angus Nicholson (2008 to 2009) - President and Chief Executive Officer, Kenwood Capital, LLC; Executive Vice President and General Counsel, Chevy Chase Bank; Partner and Chairman, Litigation Department at Shaw Pittman, LLC[[7]](#endnote-7) |
| Lennard Loewentritt (2006 to 2008) (acting) - Acting Associate General Counsel, GSA[[8]](#endnote-8) |

1. 2016 plum book [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. <http://www.gsa.gov/portal/category/21410> [↑](#endnote-ref-3)
4. <http://www.gsa.gov/portal/category/21410> [↑](#endnote-ref-4)
5. <http://www.gsa.gov/portal/category/21410> [↑](#endnote-ref-5)
6. <http://www.gsa.gov/portal/content/101094> [↑](#endnote-ref-6)
7. <http://www.gsa.gov/portal/content/103075> [↑](#endnote-ref-7)
8. <http://www.gsa.gov/portal/content/102407> [↑](#endnote-ref-8)