

SAMPLE JOB DESCRIPTION

Director of Legal Operations

Mountain View, CA

Background

We are seeking a director of legal operations who will manage the business strategy and operational processes for the legal department. As the director of legal operations, you will be responsible for duties related to change management, technology and process decisions, and budget allocation.

While this role will report to the general counsel, we are looking for someone who will serve as a strategic advisor and feel comfortable sharing ideas. You should feel confident in your problem-solving and project management abilities and be able to communicate effectively with the entire legal ops team.

Responsibilities

- Design and oversee strategy for the legal department to ensure operational efficiency
- Set specific quarterly and annual goals and initiatives for the legal department
- Take charge of all change management planning and communication
- Assess and make purchasing decisions for legal technology software and tools
- Supervise spend management and handle budget and resource allocation accordingly
- Develop and implement internal process guidelines, templates, and workflows
- Work closely with the general counsel to select outside law firms and negotiate alternative fee arrangements, billing guidelines, and the overall partnership between vendors and legal ops

Requirements

- B.A. or B.S. required, MBA or J.D. preferred
- 8+ years experience in a legal department, law firm, or relevant operational management role
- Financial background with an eye for analytics, as well as the ability to work closely with the finance and accounting departments
- Strong leadership communication and management skills
- Tech-savvy and well-versed in legal enterprise software, tools, and applications, proficient in legal spend and matter management tools such as SimpleLegal
- Demonstrated ability to use change management practices to facilitate transitions related to technology, processes, and people