

QUARLES & BRADY LLP
JOB DESCRIPTION

Job Title: **Director, Practice Group Administration** Department: **Finance**

Job Code: **Exempt** Date: **June 2022**

- A. Job Summary: Assist practice groups and industry teams with firmwide administrative responsibilities, including financial analysis, business development and strategic initiatives.
- B. Position Reports To: Chief Financial Officer, Practice Group Chairs, Industry Team Leads
- C. Position Supervises: Practice Group Manager(s) and/or Practice Group Specialists
- D. Internal Contact: Firm Chairman, Firm Managing Partner, Executive Director, Administrative Chiefs, Practice Group Leadership, Attorneys, Office Administrators and Administrative Managers & Supervisors
- E. External Contacts: Clients and vendors
- F. Responsibilities/Duties:

Profitability/Financial Management

- Monthly review of practice group packet. Advise Practice Group Chairs of any areas of concern. Special attention to average days to release and missing time reports. Follow up with offenders as necessary.
- Provide assistance on alternative fee arrangements, pricing and project management for client engagements.
- Collectively with the Director of Legal Operations, assist in the establishment and continued improvement of a practice group workflows for each type of matter to help attorneys effectively manage and price their matters from inception to closing.
- Monthly management of accounts receivable. Follow up with client responsible attorney on notable, outstanding receivables.
- Provide guidance to Practice Group Chairs regarding billing practices, realization and other profitability related metrics.
- Request and manage annual Practice Group expense budget accounts. This includes the general, travel, marketing, training, and dues accounts. Responsible for management and approval of expenditures. Monthly review of pro formas to ensure accurate reporting.

Firm Planning

- Manage annual practice group plan process. Review and edit to ensure accordance with Firm's strategic plan. Manage follow up of initiative progress on a monthly basis.
- Work with attorneys in practice group on personal Partner Plans. Work to integrate Partner plan with group's plan to ensure success. Offer guidance on appropriate uses of non-billable time.

- Work with Practice Group Chair to establish hours and rates budgets for new fiscal year. Make recommendations as appropriate.

Administration/Management:

- Manage Practice Management team including Managers, Specialists and Administrative Assistant. This includes regular meetings for collaboration and guidance on cross practice group best practices.
- Schedule regular meetings with each Manager to continually assess workload and help resolve specific group related issues.
- Manage initiatives of a multi-functional team assigned to assist the practice group. This includes recruiting, professional development, technology, business development, knowledge management and financial analysis.
- Manage set-up, planning and agenda of various group monthly meetings and special events.
- Approve new matters as directed by the Practice Group Chair.
- Oversee coordination of practice group training including registration of course and CLE credits. This also includes direct involvement in CLE course approval and management of assigned budget.
- Manage workload allocation process to ensure that attorneys have appropriate workflow. Develop database of skills and areas of expertise. Manage to associate competencies as established by the Firm.
- Serve as a sounding board for any administrative problem - technical, personnel, marketing, etc. Work through appropriate Firm channels to resolve issues.
- Assist practice group chair with any necessary presentations. These include presentations at Practice Group Chair meetings, Executive Committee meetings, quarterly meetings with Managing Partner and member compensation meetings.
- Manage practice projects as appropriate. These projects could include website enhancements, organizational development and intergroup collaboration activities.
- Assist practice groups in developing protocols that complement the Firm's business continuity plan on how the group will conduct business if there was an emergency or unexpected office closure. Ensure group attorneys consider what resources and information they would need to work remotely, and that they periodically test remote access connections from home computers.

Attorney/Other Personnel

- Assist with the orientation, training and integration of new attorneys and staff within the practice group. Ensure that new attorneys are appropriately integrated into Firm and group and are receiving exposure to opportunities and that mentoring relationships are established and successful.
- Provide input on attorney (partner and associate) and support staff evaluations.
- Work closely with the group to manage workload of Paralegals/Legal Specialists to ensure that they are making their billable hour requirements as well as receiving appropriate training and mentoring.
- Lead efforts for any timekeeper departures.
- Other duties as assigned

- G. Work Environment: Office environment, some travel may be required
- H. Equipment Used: Personal computer, printer, digital scanner, fax machine, copier, calculator, telephone
- I. Physical Requirements: Ability to lift and transport up to 15 lbs.
- J. Education/Experience:
- Bachelor of Science degree required, CPA/advanced degree preferred
 - Minimum of five years of law firm experience, including supervisory experience
 - Excellent organizational, interpersonal relations, and written and oral communication skills required
 - Strong customer service attitude
 - Ability to coordinate many issues/projects at once; work well under pressure, good problem solver, fast thinker
 - Team player, leader, ability to train others
 - Strong proven analytical and technical financial skills