



General Counsel & Executive Vice President for Legal Affairs

The New York City Housing Authority's General Counsel/Executive Vice President for Legal Affairs is responsible for leading and directing a large corporate Law Department comprised of five major practice groups: Civil litigation, Corporate Matters, Housing Litigation, Real Estate and Economic Development and Torts. In addition, NYCHA's General Counsel/Executive Vice President for Legal Affairs serves as the agency's Ethics Officer.

Position Summary

As a direct report to NYCHA's Chair and Chief Executive Officer and a member of the agency's senior management team, the General Counsel/EVP for Legal Affairs will have broad latitude for independent judgment, action and decision making. S/he will provide all legal support for NYCHA and provide guidance and counsel on the agency's business matters and transactions.

Primary Responsibilities

The primary responsibilities of the General Counsel/EVP for Legal Affairs include, but are not limited to:

1. Legal Affairs and Strategy

- Direct and guide the activities of the Law Department, comprised of approximately 156 attorneys and professional staff;
- Oversee all of NYCHA's legal matters, providing internal business clients with the necessary guidance and ensuring compliance with applicable law, statues and guidelines;
- Determine the legal strategy for pursuing NextGeneration NYCHA initiatives;
- Manage and monitor the preparation and presentation of legal opinions to NYCHA and others and the representation of NYCHA at administrative law hearings and judicial proceedings;
- Assess the agency's organizational and business goals and initiatives and provide advice that reduces legal risks and liabilities;
- Advise on matters related to corporate governance;
- Ensure that NYCHA's Law Department and outside counsel operate efficiently.

2. Ethics Officer

- Manage NYCHA's conflicts of interest program, rendering advisory opinions on conflict of interest matters.

Key Competencies

1. Leadership & Capacity Building – a proven leader with senior management experience in a broad range of legal areas and the ability to lead a diverse team, on an individual and corporate level.
2. Litigation Skills – solid experience in legal principles and practices, the interpretation of applicable laws, policies and procedures, and the preparation and presentation of effective written and oral arguments and reports.
3. Negotiation Skills – the ability to artfully influence and persuade. This requires a diplomatic approach while remaining focused on the agency's goals and priorities.
4. Excellent Communication Skills – demonstrated ability to communicate clearly, both written and verbal.

Qualification Requirements

1. Admission to the New York State Bar, member in good standing;
2. A minimum of 10 years of satisfactory professional legal experience, relevant litigation experience, including trial and appellate work in state and federal court is a plus;
3. An understanding of public housing law and US Department of Housing and Urban Development regulations is a bonus.

Interested candidates may submit their cover letter and resume to www.nyc.gov/careers/search. Search for Job ID # 332695.

The New York City Housing Authority is an equal opportunity employer

