

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M4
Title Code No: 95005	Salary: \$68,238/\$73,588*-\$100,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Associate General Counsel	Work location: 42 Broadway, N.Y.
Division/Work Unit: General Counsel's Office	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM (flexibility required)	

Job Description

As the first municipal consumer protection agency in the country, the New York City Department of Consumer Affairs (DCA) has ensured that businesses and consumers benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates 55 industries and licenses and inspects almost 80,000 businesses throughout the five boroughs. The Department enforces the City's landmark Consumer Protection Law and related City and State laws; mediates thousands of consumer complaints; and prosecutes law-breaking businesses through our Administrative Tribunal.

DCA is committed to educating, empowering and protecting consumers; holding businesses to high standards of marketplace behavior; and achieving excellence in the delivery of innovative agency programs and services.

As a small agency with a big mission, every staff member at DCA plays a critical role in ensuring success. The Office of the General Counsel at DCA seeks an experienced employee to serve in Associate General Counsel (AGC) position. Reporting to the General Counsel and Deputy General Counsel, the AGC's many responsibilities will include addressing legal issues arising from the Department's licensing, collections and enforcement work and handling or overseeing FOIL, disciplinary, personnel and EEO matters. The AGC will serve as the Deputy Agency Chief Contracting Officer (DACCO) and will have responsibility for reviewing and approving contract specifications before advertisement; evaluating contract documents to ensure conformity to legal requirements; advising and providing guidance on the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws, rules and regulations. The DACCO will also assist the ACCO on special projects and innovative procurements, perform related duties, and serve as a conduit with the Mayor's Office of Contract Services. The AGC will also help develop and implement strategic approaches for examining licensees' compliance with agency regulatory requirements and for assisting in the oversight, development and implementation of protocols and policies to facilitate this assessment. Although this position is not primarily a litigating position, the AGC may also engage in, and help oversee, research, investigations and litigation which is primarily handled by the Department's Legal Division. The ideal candidate is a self-motivated, experienced attorney with superb writing skills and experience with contracting, strategic planning and using technology and data to further legal goals. The position requires an individual who enjoys substantial responsibility and thrives in a fast-paced, sometimes high-pressured environment.

Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

Essential Skills

Preferred qualifications:

- Knowledge of the City's contract and procurement process or procurement and contracting, generally
- Interest/experience in management, administration and personnel issues
- Experience with regulatory compliance

- Demonstrated ability to multitask, set priorities and work quickly and efficiently
- Interest in or experience in government or public sector work
- Familiarity with administrative law issues
- Managerial experience, including developing and implementing strategic priorities
- Ability to work in and direct teams in a diverse environment comprised of attorney and non-legal staff
- Interest in working in a hands-on “roll up your sleeves” atmosphere
- Impeccable legal judgment, problem solving skills and ability to resolve issues in a diplomatic and expedient fashion
- Excellent editing skills, appreciation of rigorous standards for written work and interest in growing and developing impeccable legal templates for the agency
- Bilingual

Required:

- Flexibility in hours
- References that can confirm writing, communication and managerial skills
- Three writing samples that demonstrate analysis, original research and writing.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME, COVER LETTER AND THREE WRITING SAMPLES INDICATING JVN #

TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-12-96254
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 12/02/2011

Post Until: Filled

JVN: 866-12-96254

DCA and the City of New York is an equal employment opportunity employer.