

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE VACANCY NOTICE**

Office Title: Agency Counsel	Salary: \$63,090 – \$126,000 per annum
Civil Service Title: Executive Agency Counsel Level IV	Work Location: 31 Chambers St. 2 nd Floor, New York, NY 10007
Title Code: 95005	Work Unit: Legal

Job Description

The General Counsel for the Department of Cultural Affairs (DCLA) oversees the legal aspects of the Department's support for 34 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs -- the astonishingly rich and diverse collection of not-for-profit cultural organizations that call New York City home. This constituency represents an array of internationally renowned and community-based organizations including performing arts centers, museums, theaters, botanical gardens, wildlife centers, film centers, and visual arts and arts education programs.

The General Counsel's responsibilities will include, but are not limited to the following:

Provide advice to the Commissioner, Executive managers and agency staff on a wide range of legal issues and at times advise DCLA constituency on New York City's rules and regulations. Manage the work of the Counsel's office including preparing and negotiating agreements and contracts relating to real estate, construction, equipment purchases, design and other consultant contracts as well as licenses, leases and other operating agreements. Act as liaison with the City's Law Department on litigation and other legal issues as well as with other City agencies on a range of legal and policy matters. Review and advise on proposed legislation concerning cultural issues. Advise agency staff and recipients of DCLA grants and contracts on City, State and Federal regulations and in particular capital funding rules and policies. Help coordinate Agency oversight of City-owned cultural facilities with respect to maintenance and compliance with City agreements and policies

Preferred Skills

Experience working for City government and/or for not-for-profit clients is preferred, as is knowledge of real estate and construction law issues. Knowledge of New York City's cultural community and State and local government arts policy is important as well as excellent writing, communication skills, and the ability to work productively under pressure, both independently and as a team member.

Qualification Requirements

Admission to the New York State Bar and four years of recent 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.

**** New York City Residency required within 90 days of Appointment. ****

To apply submit resume & cover letter indicating JVN# TO:

NYC Department of Cultural Affairs
Recruitment Office – 31 Chambers St. 2nd Fl. New York, NY 10007; or
crecruit@culture.nyc.gov (Indicate Office Title in subject line)

The Department of Cultural Affairs and New York City are Equal Opportunity Employers

Date 07/21/08	Post Until Filled	JVN 126-09-01 LEXAC
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