

**City of New York**  
**Mayor's Office of Environmental Coordination**  
**253 Broadway – 14<sup>th</sup> Floor**  
**New York, NY 10007**

**Revised Copy** **Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Executive Agency Counsel	<b>Level:</b> M III
<b>Title Code No:</b> 95005	<b>Salary Range:</b> \$60,740 - \$120,000
<b>Office Title:</b> General Counsel	<b>Work Location:</b> 253 Broadway, Manhattan, NY
<b>Division/Work Unit:</b> Mayor's Office of Environmental Coordination/Legal Affairs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

The General Counsel of the MOEC reports to the Director of the Office and is responsible for assisting the Director in all activities related to environmental review and Local Law 86/2005, the City's green building law. The General Counsel provides environmental review legal advice to all City agencies, including the Office of the Mayor, and is responsible for maintaining the City's environmental review guidance. For projects for which any office within the Office of the Mayor serves as the CEQR lead agency, the General Counsel reviews, approves and prepares the environmental review documents that the Director executes in his/her capacity as Assistant to the Mayor. The General Counsel also provides legal advice related to issues concerning Local Law 86. The selected candidate serves as the legal counselor to the Director, advising on questions of law, fact and administrative policy. The General Counsel also serves as the MOEC FOIL Officer and performs other duties as assigned.

**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 or in a administrative, managerial or executive capacity.

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

**Essential Skills**

The selected candidate having specific expertise or demonstrated experience in one or more of the following areas is a plus: environmental review practice, SEQRA and CEQR statutes and regulations, Local Law 86 statute and regulations, environmental or administrative law, urban planning, or related areas. Excellent interpersonal, organizational, written and oral communications skills, and familiarity with New York City government are highly desirable.

**To Apply:**

**PLEASE SUBMIT A COVER LETTER AND A COPY OF YOUR RESUME TO:**

**Robert R. Kulikowski, Ph.D., Director**  
**Mayor's Office of Environmental Coordination**  
**253 Broadway – 14<sup>th</sup> Floor**  
**New York, NY 10007**

or electronically to: [rryan@cityhall.nyc.gov](mailto:rryan@cityhall.nyc.gov)

<b>Post Date:</b> 04/15/2011	<b>Post Until:</b> 04/29/2011	<b>JVN:</b> 826-11-86361-LA
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**The City of New York is an Equal Opportunity Employer**