

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Executive Agency Counsel	TITLE CODE NO.: 95005-M3
OFFICE TITLE: Deputy General Counsel	SALARY: \$65,503 to \$162,014 (\$60,740 with less than 2 years of City service)
DIVISION/WORK UNIT: General Counsel/Legal Department	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the immediate supervision of the General Counsel, the Deputy General Counsel, with latitude for the exercise of independent initiative and decision, advises and makes recommendations to the agency's General Counsel and other executive staff on questions of law, fact and administrative policy; drafts important and complex legislation and policy statements and prepares complex contracts. S/he may act as the agency's chief legal office in his temporary absence.

The General Counsel/Legal Department plays a critical role in DYCD's contracting function, negotiating and drafting contracts and advising policymakers and operational managers on contract and general administrative issues. DYCD is looking for an accomplished and highly capable attorney to serve as supervising counsel on contracts and related matters working under the supervision of the General Counsel and in collaboration with the Agency Chief Contracting Officer. Responsibilities will include but are not limited to:

- Interview agency personnel to gain an understanding of planned programs and projects in order to formulate contracting objectives;
- Review and revise draft solicitation documents (such as invitations for bids and RFPs); negotiate contracts with prospective vendors;
- Draft contracts or contract provisions;
- Advise agency personnel on the administration of contracts;
- Research applicable law;
- Consult the City's Law Department and the Mayor's Office of Contract Services as needed; and
- Manage special projects and initiatives as assigned.

PREFERRED SKILLS:

- Minimum of five years of relevant experience as an attorney.
- Familiarity with procurement, contract, and human rights law.
- Demonstrated knowledge of nonprofit law.
- Public speaking experience and strong written communications skills.

****At the time of interview, all candidates will be asked to submit relevant writing samples**

MINIMUM QUALIFICATIONS:

1. 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.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Attn: Recruitment Unit
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038

Or e-mail Opportunities@dycd.nyc.gov

Visit www.nyc.gov/dycd

(PLEASE INCLUDE THE JVN # IN THE SUBJECT LINE OF EMAIL)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

****Please, no phone inquiries****

POST DATE: 12/19/2011

POST UNTIL: Until Filled

JVN #: 261-12-018

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.