

# **Deputy General Counsel for Corporate Affairs – Law Department**

## **JOB DESCRIPTION:**

1. Provide supervision and direction to subordinate managers and other staff of the Contracts and Real Estate Divisions units charged with drafting and negotiating complex contracts and real estate leases and licenses.
2. Under direction of the General Counsel, with very wide latitude for exercising independent initiative and judgment, assume responsibility in planning, strategy and policy meetings, either in the Law Department or with the Members, Executive Staff and/or program unit staff.
3. Provide advice, information, drafting assistance, and recommendations on a very wide variety of corporate documents and agreements.
4. Provide legal and policy advice, information, drafting assistance, and recommendations to NYCHA attorneys and program unit staff at all levels on a variety of NYCHA matters.
5. Provide performance-related training, mentoring, guiding or advising of staff (both direct and indirect reports).
6. Review and approve bills from outside counsel.
7. Other duties as assigned in these and related areas.

## **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.**

## **EDUCATION AND EXPERIENCE PREFERRED:**

1. Demonstrated organizational and managerial skills, along with relevant experience and/or demonstrated interest in transactional matters.
2. Minimum eight years of contracts, real estate or related experience.

**NOTE:** The selected candidate is required to maintain confidentiality regarding all NYCHA proceedings. **Salary will be commensurate with experience.**

**Interested candidates should submit their cover letter and resume to Sonya Kaloyanides, General Counsel, New York City Housing Authority, Law Department, 250 Broadway, 9<sup>th</sup> Floor New York, New York 10007;** must include bar admission date(s) (month and year) on resume; provide two writing samples representing candidate's efforts, not those of a reviewer; provide three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; include a copy of law school transcript; provide current salary and/or minimum salary requirements.

*NYCHA is an equal opportunity employer*