

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	Executive Agency Counsel	Salary:	\$100,000 - \$120,000
Title Code:	95005	Number of Positions:	1
Office Title:	Senior Agency Counsel	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Office of the Commissioner/Office of General Counsel			
Additional Information: <i>The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.</i> <i>As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.</i>			
Job Description: With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city. The Office of General Counsel ("OGC") provides professional and comprehensive legal advice and services in support of a full range of matters. OGC handles a varied portfolio including transactional and procurement matters, Equal Employment Opportunity and employment issues, matters involving the NYC Conflicts of Interests Rules, the Freedom of information Law ("FOIL"), investigations and other agency matters. The attorneys in OGC provide a range of services to the agency's administrative and programmatic units, including but not limited to: providing legal advice and guidance; drafting legal documents; conducting research and preparing memoranda of law; reviewing and providing guidance on legislation, executive orders, and other legal documents; reviewing contracts, amendments, scopes of work, and requests for proposals to ensure compliance with Procurement Policy Board Rules, the NYC Charter and any applicable laws and regulations; providing support and guidance to the Social Adult Day Care Ombuds Office regarding investigations and notices of violations related to rules compliance; and responding to FOIL requests. OGC also manages the Legal Services portfolio, a program that contracts with community-based legal service organizations to provide free legal services for older adults aged 60 and older in all five boroughs in a variety of areas, including public benefits, long-term care, and consumer and landlord-tenant issues. Legal services may include legal advice, referrals and/or full representation, depending upon the individual's specific circumstances. NYC Aging seeks a dynamic, motivated and detail-oriented individual to serve as Senior Agency Counsel, in the Office of General Counsel. NYC Aging's Office of General Counsel provides comprehensive legal advice and services in support of a full range of agency and City matters. The Office of General Counsel handles a varied portfolio including transactional and procurement matters, Equal Employment Opportunity and employment issues, matters involving the NYC Conflicts of Interests Rules, the Freedom of Information Law, investigations and other agency matters. NYC Aging seeks a dynamic, mission-focused, well-rounded, motivated and detail-oriented individual to serve as Senior Agency Counsel. This individual should be enthusiastic about the agency's human services mission, able to multi-task, willing to take on challenges based on the needs of the agency and OGC, and possess the discretion and judgment necessary to handle sensitive, highly confidential matters. Under the direction of the General Counsel, with latitude for independent judgment and decisions, the successful candidate will: <ul style="list-style-type: none">• Review contracts, amendments, scopes of work, requests for proposals, and other procurement-related documents to ensure compliance with Procurement Policy Board Rules, NYC Charter and any applicable laws and regulations governing the procurement of such.• Serve as the Agency Records Access Officer and be responsible for handling agency FOIL requests to ensure timely acknowledgment and processing of all records requests; researching and applying applicable statutes, regulations and policy decisions on information requests; service as a liaison to the New York City Law Department and NYC Aging's General Counsel regarding FOIL matters, track and maintain FOIL logs.• Provide in-house advice and guidance as well as draft legal documents for use by the various programs.• Analyze and identify complicated legal issues, conduct independent research, and prepare memoranda of law.• Review and provide guidance on legislation, rules, bills, executive orders and other legal documents, including the City's status as a Sanctuary City.• Handle and provide assistance to the General Counsel and Deputy General Counsel on Conflicts of Interest and employment matters that arise, including but not limited to secondary employment waivers, conflicts of interest questions, reporting of fundraising activities and other issues.• Handle legal inquiries and complaints made through the City's 311 system, or through correspondence received by the General Counsel's Office to timely respond.• Provide legal support to the Agency Privacy Officer with regard to the Identifying Information Laws, Local Laws 245 and 247 of 2017.• Perform other legal duties, special projects, examinations and reviews as directed by the General Counsel.			

Minimum Qualifications: 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.		
Preferred Skills: <ul style="list-style-type: none">• Knowledge of the PPB Rules, MOCS' policies, Comptroller's Directives and general City contracting operations.• Knowledge of Freedom of Information Law, Conflicts of Interest Rules, record retention protocols and privacy laws.• Experience in strategic planning, analysis and management.• Strong customer service orientation and attention to detail.• Excellent analytical, oral, written, leadership and interpersonal skills.• Experience developing and conducting trainings.• Ability to pivot and quickly learn new subject matters and areas of law. NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION		
<u>TO APPLY</u> Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess Click on Recruiting Activities/Careers and Search for Job ID #705513 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #705513 Please do not email, mail or fax your resume to NYC Aging directly.		
Posting Date: April 24, 2025	Post Until: Filled	JVN No. 125-25 -36 CW