



**Position Title:** Deputy General Counsel

### **The Agency You'll Join:**

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#)

### **The Team You'll Work With:**

The Mayor's Office of Operations works to make New York City government more effective and efficient. The Office is responsible for managing and coordinating multiagency initiatives and using data to help the City make informed and equitable policy decisions and strategic, targeted investments. The Office coordinates City initiatives and assists agencies in improving service quality and in measuring performance to provide greater accountability.

The Office of Operations' responsibilities of a legal nature include advising on the implementation of various local laws, overseeing agency rulemaking across the City, handling personnel and procurement-related questions, drafting agreements, sitting on City boards and committees, and tackling a variety of questions that are a mix of law and policy.

The Office of Operations is committed to achieving equity and creating an inclusive workplace. The City understands equity to mean that an individual's demographic identity – particularly, but not exclusive to, their race, ethnicity, gender identity, income, sexual orientation, and/or disabilities – should not determine their life outcomes. To foster an inclusive workplace, Operations is committed to providing opportunities for staff development and effective team building, open and transparent communication, enhancing our equity literacy, and providing space for exploring issues of diversity. We continue to strive for a workforce that better reflects the diversity of New York City.

### **The Problems You'll Solve**

The Office of Operations is seeking to fill the role of Deputy General Counsel (DGC). Under the supervision of the General Counsel, the DGC will support the General Counsel on all legal matters that affect the Office. The right candidate should be solutions-oriented, possessing both the capacity for independence and sound judgment, and the ability to work cooperatively to advance the work of the Office.

#### **Job duties will include but are not limited to:**

- Representing the Office and the General Counsel as needed;
- Drafting and reviewing contracts, including inter-agency MOUs and data-sharing agreements;



## Office of Operations

- Working on local legislation that affects the Office;
- Researching a variety of legal issues, including issues related to new technologies, social services, procurement rules, and the legal authority of different City entities;
- Drafting responses to agencies and City Hall officials;
- Working collaboratively with the Chief Counsel's Office on issues that implicate City Hall, the City's Freedom of Information Law, ethics questions, and other matters;
- Facilitating the implementation of new local laws;
- Supporting the Customer Service team, the Rulemaking team and the Performance Management and Reporting team, all housed within Operations; and
- Working closely with members of the executive team at Operations on matters that directly impact Operations' mission and programs.

## About You

### Preferred Skills and/or Qualifications:

- Experience related to City contracting and procurement rules strongly preferred;
- Experience working collaboratively across City government preferred, along with a flexible, can-do mindset;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Strong oral and written communication skills, including strong public speaking skills and proven ability to present the Office's position in meetings with senior officials and other governmental and private entities; and
- Passion for working for city government, and tackling a wide range of issues.

### Minimum Qualification Requirements:

- Admission to the New York State Bar; and
- 2-3 years of satisfactory United States legal experience subsequent to admission to any state bar.

## Salary

The City of New York Office of the Mayor's compensation package includes a market competitive salary, equity for all full-time roles and exceptional benefits. Our cash compensation range for this role is **\$ 79,620 – \$ 117,541**.

Final offers may vary from the amount listed based on candidate experience and expertise, and other factors.

[\*\*Apply here!\*\*](#)



## Office of Operations

### Equal Opportunity | Diversity Equity & Inclusion Statement

The Office of the Mayor 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.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at [EEO@cityhall.nyc.gov](mailto:EEO@cityhall.nyc.gov).

### **New York City Residency Is Required Within 90 Days of Appointment**