



Job Opening

Job Posting: May 22, 2019

Application Period: 30 Days or Until
Position is Filled

JOB TITLE: Deputy General Counsel
DEPARTMENT: Legal

LOCATION: NYC

Basic Function: Serves as Deputy to the Legal Department’s Executive Vice President and General Counsel. Advises on all corporate transactions and initiatives. Drafts and advises on legislation and policy. Manages and supervises all legal and corporate secretary staff. Responsible for the administration of the Legal Department.

Work Performed:

- Counsel ESD officers and staff on law, litigation, policy formulation, legislation and administration, and specific project-related matters.
- Handle special real estate development and other projects and initiatives, and miscellaneous matters as determined by the Executive Vice President and General Counsel, including document drafting and negotiations.
- Oversee all subsidiary and affiliated entity matters, including those of the New York Job Development Authority and the Department of Economic Development.
- Coordinate with staff, counsel and management of UDC’s sister agencies, the Division of the Budget, the Department of Taxation and Finance and the Executive Chamber.
- Supervise and assist outside counsel and other consultants on litigation, environmental and project-related matters.
- Supervise the work of all members of the legal staff, including senior counsel, corporate secretaries, legal assistants and administrative assistants; train new members of the department.
- Promote effective and efficient interaction among interdisciplinary team members for the origination, approval, closing and ongoing management of projects.
- Draft and review legislation and regulations.
- Provide ethics analysis and advice to the Executive Vice President and other staff.
- Oversee legal aspects of Corporation procurements.

EDUCATION & REQUIREMENTS:

Education Level required: J.D. or equivalent law degree.

Relevant experience required: Minimum of ten years’ experience.

Knowledge required: General knowledge of law and legal concepts, corporate law, real estate development and public finance.

APPROXIMATE HIRING SALARY: commensurate with experience (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, Assistant Vice President, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY