

Job Opening

Job Posting: November 19, 2021

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: EVP, Legal & General Counsel, ESD
DEPT: Legal

LOCATION: NYC

BASIC FUNCTION:

Chief Legal Officer to New York State's primary economic development organization, its subsidiaries and affiliates, including the New York Job Development Authority and the Department of Economic Development (collectively, "ESD"), providing broad-based legal advice and representation to executive and senior management, Commissioners, Directors, Members, financial analysts, design and construction professionals, project managers, and program and other staff.

WORK PERFORMED:

For all ESD entities and individuals noted above:

- Render legal advice with respect to all aspects of ESD's economic development activities, including the following areas of law: business and not-for-profit corporation; real estate, land use and zoning; environmental regulation and compliance; government regulation, including FOIL and Open Meetings laws; lending, bankruptcy and foreclosure; grant making; ethics; government procurement; public finance; and employment.
- Structure, negotiate, advise on and oversee the documentation and implementation of the wide variety of ESD projects and initiatives, and obtain all necessary internal and public approvals of same.
- Act as Ethics Officer for all ESD entities.
- Serve as primary legal liaison with Executive Chamber.
- Draft, interpret and implement legislation.
- Lead, direct, educate and supervise legal staff of 16 attorneys, 2 legal assistants, 6 administrative assistants and the Corporate Secretary, with a view to their development as professionals as well as ESDC employees.
- Establish and implement goals and objectives for the Legal Department.
- Hiring and termination of personnel within Legal Department.
- Oversight of Corporate Secretary and Compliance Officer functions.
- Select, retain, supervise and monitor outside counsel, including evaluating work and invoices rendered.

EDUCATION & REQUIREMENTS:

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

Relevant experience required: Minimum of eight years

Knowledge required: General knowledge of law and legal concepts. Particular knowledge of the legal process, legal ethics and litigation. General knowledge of corporate, real estate development, public finance and environmental law. Administration skills, writing ability, ability to train, supervise and manage attorney and non-legal staff.

APPROXIMATE HIRING SALARY: Commensurate with Experience (w/ comprehensive benefits package)

External Candidates: Send resume or inquiry to HR: resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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