

Job Opening

Job Posting: 01/10/2020

**Application Period: 30 Days or Until
Position is Filled**

JOB TITLE: Senior Managing Attorney ESD

LOCATION: NYC

DEPARTMENT: Legal

BASIC FUNCTION:

Assists the EVP, Legal and General Counsel in managing the Legal Department. Advises on all corporate transactions and initiatives. Drafts and advises on legislation and policy. Manages and supervises designated staff. Responsible for the administration of the Legal Department, development of best practices, ensuring high quality legal work and professional development of staff. Liaise with other departments and agencies and represent the EVP and General Counsel at meetings as appropriate.

WORK PERFORMED:

- Work with Legal Department staff to counsel ESD officers and staff on law, litigation, policy formulation, legislation and administration, and specific project-related matters.
- Oversee projects and initiatives, and miscellaneous matters as determined by the Executive Vice President and General Counsel, including document drafting and negotiations.
- Oversee certain 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.
- Assist in the supervision of outside counsel and other consultants on litigation, environmental and project-related matters.
- Supervise the work of certain 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/or oversee the drafting and review legislation and regulations as appropriate.
- Provide ethics analysis, employment advice and other guidance as required 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: \$135,000 to \$145,000; commensurate with experience
(w/ comprehensive benefits package)

INQUIRE

Leah Schanke - AVP, Human Resources

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete a [POSTING APPLICATION](#) and attach a copy of resume

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