

**MANHATTAN BOROUGH PRESIDENT’S OFFICE  
CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: General Counsel</b>	<b>Salary: Commensurate with experience</b>
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<b>Office Title: General Counsel</b>	<b>Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19<sup>th</sup> Floor, New York, NY 10007</b>
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**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

**JOB DESCRIPTION**

Manhattan Borough President Mark Levine seeks a **General Counsel** to be part of his collaborative, energetic and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with and deliver for Manhattan’s diverse neighborhoods, communities, and constituents.

The General Counsel (GC) will oversee the legal operations of the Office. Specifically, the GC is the key legal advisor to the Borough President and provides strategic legal guidance on operational, administrative, and programmatic activities of the Office. The GC liaises with New York City’s Law Department, city agencies, and Manhattan Community Boards on a range of complex legal matters and issues. The General Counsel will report to the Borough President.

Responsibilities will include but are not limited to:

- Serves as legal advisor to the Borough President on legal matters, including relevant employment, EEO, Conflict of Interest, and policy matters;
- Deal with complex, significant matters that cut across legal and related areas;
- Field, respond and process Freedom of Information Law (FOIL) requests;
- Assure legal compliance with ethics obligations;
- Conduct research and analysis of specific legal questions and prepare memoranda and opinions setting forth research results, recommendations, and conclusions in a variety of legal and non-legal areas relevant to municipal, State and Federal law;
- Prepare and review correspondence, motions and letters for legal impact;
- Keep current on legislative issues, statutes, decisions and other important legal developments that may affect the Office’s interest;
- Attend relevant interagency and external meetings, and City events as a representative of the Office;
- Serve on various boards of directors on behalf of the Borough President;
- Work in close coordination with MBP and other key executive staff to build and maintain relationships with a broad range of external stakeholders;
- Work closely with senior team members to provide legal support, opinions and guidance on labor relations, legal matters and office policy;
- Respond to legal inquiries from staff;
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. A license to practice law in the State of New York; and
2. Three years of satisfactory relevant legal experience subsequent to admission to the bar.

## PREFERRED QUALIFICATIONS

- Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association, with admission to the New York State Bar required;
- Eight or more years of experience in one or more of the following types of organizations: city or state government, political and/or issue advocacy campaigns, labor unions, non-profit, policy or community organizations;
- Overall broad legal knowledge and experience in relevant case law, statutes and regulations;
- Excellent communication skills; written, oral, and negotiation skills, including ability to convey complex information to a variety of audiences;
- Strong drafting, research, analytical, and negotiation skills;
- Proven general counseling experience in government environment;
- Ability to develop legal strategy and objectives;
- Excellent judgment with high degree of professional ethics, integrity, and gravitas;
- Experience developing and managing relationships involving diverse groups and individuals;
- Knowledge of key players and constituencies in New York City government;
- Excellent interpersonal and listening skills, including listening to unspoken and deeper-level issues;
- Must have the ability to work independently, actively seek collaboration, support colleagues in their work and work in a multicultural, multilingual environment;
- Must have excellent planning and organizational skills and be able to effectively juggle multiple projects with superior attention to detail;
- Must be results-oriented and have a demonstrated ability to acquire understanding and absorb new information rapidly;
- Ability to be flexible, adaptable, and to work under pressure in a fast-paced environment
- Literacy in Spanish is a plus;
- A demonstrated commitment to the mission, vision and values expressed by the MBP.

## TO APPLY

### Interested candidates must do the following steps:

1. Email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with **“GENERAL COUNSEL”** in the subject line. Your cover letter should be concise and describe, with specificity, why you are an excellent candidate for the position, AND
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job Id#525199**

**City Employees:** Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job Id#525199**

***Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.***

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment.

**The City of New York is an Equal Employment Opportunity Employer.**