

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

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| CIVIL SERVICE TITLE: Counsel to Borough President, M3 | OFFICE TITLE: Special Counsel, Legal/Land Use |
| DIVISION/WORK UNIT: Executive | SALARY: \$110,000-\$120,000 Commensurate with experience |
| HOURS: 35 hours per week. Weekend and evening work hours may be required | WORK LOCATION : One Centre Street, New York, NY 10007 |

JOB DESCRIPTION

Manhattan Borough President Gale A. Brewer seeks an admitted attorney with significant New York City land use experience to serve as **Special Counsel** to the Borough President, her General Counsel, and the Land Use Division of the Manhattan Borough President's Office. Applicant will have knowledge of the NYC zoning resolution, environmental review process, the City Charter and other relevant statutes and regulations. Applicant will be able to participate in the prosecution of current lawsuits and possible future legal actions on behalf of the Borough President related to land use and other matters.

Responsibilities include but not limited to: consulting with the Land Use Division on range of planning and development issues and reviewing ULURP recommendations; identifying and making recommendations on various issues of concern to the Borough President and potential strategies to address them; responding to FOIL requests, assisting with ACCO-related work and conflict of interest and EEO issues as they relate to staff and community boards. In addition, applicant may be required to represent the MBPO at community meetings involving Land Use and other issues.

QUALIFICATIONS

Admission to the New York State Bar and three years of recent full-time responsible, relevant, satisfactory legal and land use experience.

Incumbent must remain a Member of the New York State Bar in good standing for the duration of this employment.

TO APPLY

Interested candidates must complete both of the following steps:

1. Email a cover letter, resume, IN ONE DOCUMENT ATTACHMENT(word or PDF) to resumes@manhattanbp.nyc.gov with "**Special Counsel**" in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# **404518**
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID# **404518**

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

The City of New York is an Equal Employment Opportunity Employer. The Office of the Manhattan Borough President is committed to engaging a diverse workforce. People of color, women, LGBT people, veterans, and people with disabilities are encouraged to apply.

New York City residency is required

Post Date: August 6, 2019

Post Until: Until Filled