

Associate General Counsel for Contracts and Real Estate

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

Your Team:

Within HPD's Office of Legal Affairs (OLA's), the Contracts and Real Estate Division handles, among other things, all HPD's legal work related to real estate development, land-use planning, and asset management. The division's primary responsibility is to provide legal services to the Agency's affordable housing development programs, including by advising on real estate financings, sales and leases of City-owned property, and affordable housing regulatory agreements, and by closing the Agency's real estate transactions. The division is also responsible for advising on planning, pre-development, and asset management matters and affordable housing development policy and program design and implementation.

Your Impact:

As Associate General Counsel, you will be a senior legal advisor to the Agency in support of the City's ambitious affordable housing blueprint. You will also lead, support, and train a team of talented lawyers and support staff.

Your Role:

Your role will be to supervise a team of approximately 4-6 professionals who advise the Agency's development programs on transactional real estate matters, in addition to associated offices on related matters. You will also provide legal advice and strategic guidance to senior Agency staff regarding real estate transactions and related issues. You will report to the Deputy General Counsel for the Contracts and Real Estate Division.

Your Responsibilities:

- Supervise and mentor lawyers and support staff who advise on construction and permanent real estate financings, sales and leases of City-owned property, and affordable housing regulatory agreements, and who close the Agency's real estate transactions.
- Prepare and review, and supervise the preparation and review of, complex legal documents related to real estate transactions and governmental approvals.
- Negotiate, and supervise the negotiation of, difficult and complex legal issues, transactions, and documents pertaining to the implementation of affordable housing capital programs.
- Analyze federal, state, and local laws and regulations.
- Provide legal advice and strategic guidance to senior Agency staff.
- Work collaboratively with Agency colleagues and partners.

Preferred Skills:

Experience in a transactional real estate practice is required. Responsibilities will include supervising difficult and complex legal work with significant financial and procedural implications.

How to Apply:

Please go online and apply at <http://www.nyc.gov/careers> . Search for **JOB ID# 539161**
City Employees: Apply through the Employee Self Service portal (ESS) at <http://www.nyc.gov/careers>. Search for **JOB ID# 539161**

Salary range for this position is: \$127,410--\$137,410

NOTE: Only those candidates under consideration will be contacted.
NYC residency required