

**City of New York
DEPARTMENT OF BUILDINGS
Job Vacancy Notice**

Civil Service Title: Executive Agency Counsel M6	Office Title: Deputy Commissioner of Legal Affairs
Title Code No: 95005	Salary: \$82,486.00 - \$195,590.00
Division/Work Unit: Commissioner's Office	Work location: 280 Broadway, N.Y.
Hours/Shift: 35 Hours (Minimum)	Number of Positions: 1

Job Description

The Department of Buildings is a City agency responsible for ensuring the safe and lawful use of buildings and properties by enforcing the Building Code and the Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. As a Department we are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

Reporting directly to the Commissioner, the Deputy Commissioner of Legal Affairs will be required to be available 24/7/365 and will be responsible for, but not limited to the following:

- Providing senior policy and strategic guidance to the Commissioner and senior staff.
- Making appropriate recommendations with regards to legislative matters, policy and regulatory issues.
- Interfacing on the behalf of the Commissioner with industry members.
- Overseeing the General Counsel.
- Working with the NYC Law Department, Board of Standards and Appeals (BSA), Environmental Control Board (ECB) and Office of Administrative Trials and Hearings (OATH) to provide legal support to the Department.
- Overseeing and chairing the Loft Board in the Commissioner's absence.
- Coordinating legislative proposals and implementation of legislative changes within the Department.
- Overseeing and managing the drafting of legislation and rules.
- Responding to legislative proposals from other city agencies and making recommendations.
- Establishing standard legal requirements for litigation involving the Department.
- Approving preparation of the Department's response litigation.
- Acting as the Chief Liaison with the Corporation Counsel regarding litigation involving the Department during criminal trials and administrative hearings.
- Supervising the response to subpoenas and discovery requests pursuant to the Agency's operations.
- Overseeing the Department's Advisory Boards.
- Reporting on the Agency's anti-corruption initiatives to the Commissioner and senior staff.
- Working on confidential and sensitive projects for the Commissioner.
- Advising the Agency on sensitive code related legal cases, including cases before the Board of Standards and Appeals.
- Advising the Commissioner, Department staff, and members of the public in appropriate interpretations of the NYC Building Code, Zoning Resolutions and applicable rules and regulations.
- Ensuring that amendments to the Building Code and Zoning Resolutions are accurately interpreted and implemented.

Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Essential Skills

- Superior oral and written communication skills.
- Excellent organizational skills.
- Computer literacy, including the use of Microsoft applications.
- Ability to multitask sensitive and confidential projects.
- Exemplary practice of law.
- Knowledge and use of Administrative and Criminal Procedural Law.
- Knowledge of NYC Building Construction Codes, Zoning Resolutions, Real Property Law and Multiple Dwelling Law.

To Apply:

For more information, you may visit the DOB website at NYC.GOV/BUILDINGS.

In order to be considered for this position, you must e-mail a cover letter, resume and a transcript or enrollment verification statement from your school attesting that you are accepted to or enrolled in an accredited undergraduate degree program to:
Recruit@buildings.nyc.gov

Indicate JVN # 810-2011-011836 in the subject line of the E-mail. Resumes must be submitted no later than the date below.

Please review your resume to ensure it clearly indicates that you meet all of the qualifications required for the position posted. Resumes that don't clearly show this information will not be forwarded to the hiring manager for consideration. Please note, while we appreciate every applicant's interest, only those under consideration by the hiring manager will be contacted. No telephone or personal inquiries permitted.

Post Date: 07/19/2010	Post Until: Filled	JVN: 810-2011-011836
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**The City of New York is an Equal Opportunity Employer.
Special accommodations will be provided for disabled applicants.**