

**Position:** Associate Counsel

**Location:** 253 BROADWAY

**Job Number:** **255471**

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Operations oversees project and performance management as well as multi-agency initiatives that make government more customer-focused, innovative and efficient, while balancing social and fiscal responsibility. The Office of Operations works to make a government of over 40 agencies and 300,000 employees more cost effective and coordinated in carrying out its day-to-day business, and more accessible to the more than 8 million residents the City serves. The Office of Operations also includes the Mayor's Office of Data Analytics (MODA) and the Center for Economic Opportunity (CEO).

**JOB RESPONSIBILITIES:** The Mayor's Office of Operations is requesting to hire an Executive Agency Counsel MI to function as an Associate Counsel who will be responsible for:

- Analyzing the broad array of legal issues affecting the Office and thinking creatively about how to address those issues.
- Providing legal analysis and advice on complex data privacy and data security matters.
- Researching models of other jurisdictions in handling complex legal issues and projects.
- Partnering with City agencies as needed to assist in handling data security questions and responses.
- Representing the Office on interagency task forces, working groups, and projects.
- Drafting memoranda of understanding, guidelines, and other legal documents.
- Conducting legal research to ensure compliance with applicable laws, regulations, and policies.
- Collaborating with the Law Department and counsel from City agencies and outside entities to implement key policy goals and projects.
- Managing implementation of projects and workstreams related to regulatory matters and other citywide policy issues with legal implications.
- Other legal work as necessary to support the goals of the Office and Administration

**PREFERRED SKILLS AND/OR QUALIFICATIONS:**

Minimum Qual 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.

**Preferred Skills**

- A JD from an accredited educational institution, plus four (4) to five (5) years of full-time professional experience as an attorney admitted to the New York State Bar.
- Experience related to privacy law analysis and data integration work strongly preferred; comfort with data and technology concepts also valuable.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure. Strong oral and written communication skills, including strong public speaking skills and proven ability to present the Office's position in meetings with high level officials and other governmental and private entities.
- Proven ability to establish and maintain effective and congenial working relationships with a wide range of governmental and external entities.
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to implement key strategies, evaluate new policies, and analyze legal issues.

**SALARY:** Commensurate with experience.

**TO APPLY:** Click '[HERE](#)' and follow the instructions provided.

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NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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