

FULL-TIME POSITION:

Agency Attorney/Assistant General Counsel Division of Financial Management and Administration

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, client-centered Agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to form, do business, and grow by providing direct assistance to business owners, promoting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs and linking employers with a skilled and qualified workforce.

Division/Program Description:

The Office of Legal Counsel provides legal support to all SBS programs, initiatives and divisions. Under the supervision of the General Counsel/Deputy Commissioner for Legal & Regulatory Affairs, and the Deputy General Counsel, the Office of Legal Counsel ensures that SBS programs are operating efficiently and are in compliance with all applicable Federal, State, and City laws, rules and regulations.

Job Description:

Under the supervision and direction of the Deputy General Counsel and the General Counsel, the Agency Attorney/Assistant General Counsel is expected to:

- Conduct research of Federal, State and City laws, rules, regulations and programs and provide recommendations and interpretations of law;
- Review, draft and negotiate various contracts and agreements with outside vendors and entities, including contracts and agreements with federal funding requirements;
- Prepare contract documents for New York City Law Department review and approval, and communicate contract review process/procedures to the programmatic divisions within SBS;
- Review and draft rules and policies relating to Workforce Development initiatives, Commercial Revitalization initiatives, and general Economic Development and other SBS programs;
- Participate in meetings with program staff and review policy and programs to ensure compliance with applicable laws, rules and regulations;
- Assist division staff with the M/WBE appeals and decision process; draft opinions, present facts and decisions to Office of Legal Counsel and M/WBE program staff;
- Assist the Deputy General Counsel and General Counsel with other assignments and projects as needed, including Freedom of Information Law requests, Conflicts of Interest matters, regulatory/permit matters, administrative hearings, litigation support, and other legal and programmatic matters that may arise.



PREFERRED SKILLS:

- Excellent research, analytical and writing skills.
- Ability to communicate clearly and effectively.
- Demonstrated experience/familiarity with City procurement and contracting, economic or community development programs, federal, New York state or local government funding regulations, municipal law or a related field.

QUALIFICATION

1. Admission to New York State Bar and either "2" or "3" below
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
Six months of satisfactory service as an Agency Attorney Intern

Incumbents must remain members of the New York State bar in good standing for the duration of this employment.

In addition to meeting the Minimum Qualifications:

To be assigned to Assignment Level (AL) II, candidates must have at least one year of experience at AL I or two years of comparable legal experience subsequent to admission to the bar in the areas of law related to the assignment. To be assigned to AL III, candidates must have at least two years of experience in AL I or AL II and/or three years of comparable legal experience subsequent to admission to the bar in the areas of law related to the assignment.

How to Apply:

To apply for this position, ALSO email your resume and cover letter including the following subject line: **Assistant General Counsel** to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Assistant General Counsel**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Assistant General Counsel**

Salary: Commensurate with Experience/Expected Salary Range: \$55,000 - \$85,000 (Annually)

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of the interview.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.