

**Position:** Assistant General Counsel

**Job Number:** 364115

**Location:** NEW YORK, NY

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Information Privacy (MOIP), was established by Executive Order 34 (2018) in accordance with Local Laws 245 and 247 of 2017 (Identifying Information Law). The Office is housed within the Mayor's Office of Operations, and headed by a Chief Privacy Officer (CPO). MOIP works to enhance and centrally coordinate responsible data-sharing practices citywide, and continue to improve how the City uses data to inform equitable, responsible policies grounded in privacy best practices that are aligned with applicable law.

**JOB RESPONSIBILITIES:** Under the supervision of the CPO or designee, the Assistant General Counsel will assist in legal matters that affect MOIP and key privacy related initiatives of the Administration having significant business consequences for City agencies and client services. The Assistant General Counsel must be solutions-oriented, possessing both the capacity for independence and sound judgment, and the ability to work cooperatively to advance the work of MOIP. Responsibilities include, but are not limited to:

- Assist in supporting citywide compliance with the mandates of the Identifying Information Law.
- Provide legal analysis and advice on complex privacy and data security matters, conducting legal research as necessary.
- Represent MOIP on interagency task forces, working groups, and special projects, as needed.
- Collaborate with counsel and policy staff from City agencies, the Law Department, and outside entities as needed to assist in handling legal questions and responses.
- Research models of other jurisdictions in handling complex legal privacy issues and projects.
- Draft memoranda of understanding, guidelines, and other legal documents.
- Manage implementation of projects and work streams related to citywide policy issues with legal implications.
- Other legal work as necessary to support the goals of MOIP and the advancement of citywide privacy protection best practices.

**PREFERRED SKILLS AND/OR QUALIFICATIONS:**

- A JD from an accredited educational institution, plus one (1) to four (4) 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; comfort with data and technology concepts preferred;
- 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 senior 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:** \$65,000

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