

Position: GENERAL COUNSEL, MAYOR'S OFFICE OF OPERATIONS

Job Number: 458622

Location: 253 BROADWAY, NEW YORK, NY

ORGANIZATIONAL PROFILE: The Mayor's Office of Operations (Operations) works to make New York City government more effective and efficient. The Office is responsible for managing and coordinating multiagency initiatives and using data to help the City make informed policy decisions and strategic, targeted investments. The Office oversees the daily operations of City agencies, coordinates City initiatives, and assists agencies in improving service quality and in measuring performance to provide greater accountability. The Mayor's Office of Operations also oversees the Mayor's Office for Economic Opportunity, the Mayor's Office of Data Analytics, and the Algorithms Management and Policy Officer.

The Mayor's Office of Operations oversees a variety of Mayoral divisions and projects with unique legal issues. The Office's responsibilities of a legal nature include Citywide regulatory review, audits, and implementation of various local laws. Major projects involve the design and implementation of initiatives addressing complex law and public policy matters.

JOB RESPONSIBILITIES: Reporting to the Director of the Mayor's Office of Operations, with significant latitude for independent judgment, the General Counsel responsibilities may include but are not limited to the following:

General Duties:

- Provide legal strategy support and services to the Office of Operations.
- Provide strategic advisement and contract review support services to Operations' staff.
- Help create agency guidance and related materials to support implementation planning and compliance of nascent City laws and Executive Orders, as well as other federal, state, and local laws and policies relating to such laws.
- Analyze agency reports mandated by the City's Administrative Code, as well as agency policies and practices and ensure compliance.
- Assist the Office of Counsel to the Mayor in drafting Citywide policies and protocols relating to the laws affecting City agencies and their contractors and subcontractors, and help support implementation, through rulemaking as necessary.
- Act as the Office of Operations' Agency Privacy Officer and ensure compliance with all requirements of the Information Privacy Law.
- Conduct informational sessions and other training on the Law and related topics for Operations' staff.
- Supervise one staff attorney, plus interns/ fellows as needed.
- Perform any other General Counsel duties as required.

COVID-19 Response:

- Support the Office of Operations in advising on implementation of citywide initiatives coordinated through the overarching NYCEM organizational COVID-19 response framework;
- Provide guidance to the Office of Operations and other City Hall officials on Operations' implementation of the City's laws as well as to City staff and officials during the pandemic on specific projects and issues;
- Provide legal advice and drafting services to establish and implement multiagency policies that support emergency initiatives;
- Review and advise on COVID-19 emergency contracts;
- Draft confidentiality agreements to support City-business partnerships aimed at addressing the pandemic, such as testing, data analytics, and neighborhood impacts;
- Provide strategic advisement on complex multiparty initiatives with private sector for providing emergency financial assistance to vulnerable populations;

The position's responsibilities include commitment to and compliance with the City's EEO policy.

MINIMUM QUALIFICATION REQUIREMENTS (EXECUTIVE AGENCY COUNSEL):

- Admission to the New York State Bar
- 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.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Experience related to privacy law analysis and data integration work 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 effective 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: \$121,711 – 134,283

TO APPLY: Go to <https://a127-jobs.nyc.gov/> and type in the position/ Job ID Number.

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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