

Associate General Counsel - (23000DTC)

Executive Office of Housing and Livable Communities (EOHLC) is seeking an Associate General Counsel in the Legal Division.

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW:

The Associate General Counsel, under the general supervision of the General Counsel and the Deputy General Counsel, provides supervision to attorneys, paralegals and administrative staff of the Office of General Counsel, provides agency-wide legal guidance on a variety of issues, develops agency policies and procedures, reviews and analyzes proposed state legislation and inter-agency policy initiatives, assists the General Counsel in preparing information and analysis requested by Governor's office and/or legislative committees, and handles legal tasks related to EOHLC programs.

The Associate General Counsel also provides supervision of special projects that interface with multiple departments and organizations and require administrative supervision to ensure that deadlines and reports are met.

The ideal candidate has demonstrated experience in evaluating proposed legislation and regulatory changes, analyzing and interpreting laws and regulations, and making policy recommendations.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

Legal Assistance and Guidance:

- Provides agency-wide legal guidance on a variety of issues, including development of policies and procedures and advice on federal and state compliance, as well as other specific programs and projects.
- Provides high-level legal assistance on complex issues to division heads and other program staff.
- Develops and reinforces agency-wide policies and procedures relating to managing federal and state grants, compliance with state and federal financial controls, internal controls, compliance issues and procurement, including developing a monitoring strategy for recipients of EOHLC grants.
- Drafts and reviews contracts and associated documents for state and federal programs.

Training and Knowledge:

- Develops and implements training for EOHLC staff and recipients of EOHLC assistance or grant funding.
- Maintains knowledge of regulations, policies and best practices.

Supervision:

- Supervises staff of the Office of General Counsel, including attorneys, paralegals and administrative staff.
- Provides supervision to interns, non-legal professionals, support staff and/or other personnel as needed and assigned to ensure best practices and that all assignments are on target.
- Provides functional direction to legal staff, assigning work, providing guidance and feedback related to policy direction, and reviewing performance.

Other:

- Coordinates with the Attorney General's office and other Commonwealth executive branch agencies.

- Depending on the Associate General Counsel's specific area(s) of expertise, work may include coordination of significant litigation in collaboration with the Attorney General's Office and/or oversight of legal guidance requiring specialized expertise in land use law, affordable housing development, emergency shelter, public housing, rental assistance, and/or other agency programs.

PREFERRED QUALIFICATIONS:

1. A member in good standing of the Massachusetts Bar.
2. At least 5 years' experience practicing law with a concentration in one of the following areas: (a) complex litigation, particularly involving government agencies; (b) zoning, environmental and other land use law; (c) multi-family housing development; (d) affordable housing programs; and/or (e) high level legal support to senior staff at a state or federal agency.
3. Demonstrated experience in handling complex matter issues.
4. At least 3 years' experience supervising other attorneys and working on collaborative teams.
5. Demonstrated expertise in analyzing and interpreting statutes, regulations, and administrative guidance.
6. Demonstrated knowledge of federal/state laws, rules, regulations, policies, and procedures governing procurement and contracting.
7. Demonstrated ability to train staff and others.
8. Demonstrated ability to communicate effectively in written and oral expression.
9. Must be thorough and detail-oriented, and maintain accurate records.
10. Excellent analytical and pro-active problem solving skills, including creative and thoughtful approach to problem-solving, consensus building, and conflict resolution.
11. Experience that evidences the ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; complete assignments in a timely and satisfactory manner, coordinate competing interests to carry out multiple assignments simultaneously while working under time constraints.
12. Experience that evidences willingness and ability to exercise initiative and respond rapidly and responsibly to unanticipated events, issues and inquiries.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

PRE-OFFER PROCESS:

A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in a particular specialty (i.e. scientific, professional, or technical) and must possess current license and/or registration requirements established for the performance of the position, of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the (A) required experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of the (A) required experience.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Program Manager Specialist VI

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Legal Services

Agency: Executive Office of Housing and Livable Communities

Schedule: : Full-time

Shift: Day

Job Posting: Dec 28, 2023, 11:34:56 AM

Number of Openings: 1

Salary: \$89,791.15 - \$130,521.50 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572701150

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=23000DTC>