

Counsel - (240003X7)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Counsel in the Office of the General Counsel!

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 OF ROLE:

Provides legal services and support to the Housing Appeals Committee (HAC), in the conduct of hearings and researching and preparing draft decisions and legal memoranda for and in cooperation with the Chair of the HAC. Provides legal services and support to EOHLC staff, with a focus on real estate development, and affordable housing finance programs administered by EOHLC.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Research & Draft Legal Opinion:

- Performs legal research and drafts memoranda, decisions, orders, rulings, regulations, guidelines, reports, correspondence, and other written materials for the Housing Appeals Committee.
- Drafts detailed written rulings and decisions identifying the pertinent facts and applying the law to the facts.
- Drafts, reviews and/or negotiates contracts, grant agreements, regulatory agreements, deed riders and a variety of other legal, administrative, and transactional documents relative to real estate development and affordable housing finance programs administered by EOHLC to ensure compliance with applicable federal, state, and local laws, regulations, and guidelines and EOHLC policy.
- Drafts and/or reviews rules, regulations, guidelines, legal opinions, and legislation regarding programs administered by EOHLC.

2) Written & Verbal Legal Advice:

- Provides appropriate advice to counsel and litigants appearing before the Housing Appeals Committee.
- Provides written and oral legal advice to EOHLC staff, the Housing Appeals Committee, and recipients of EOHLC assistance relative to compliance with applicable federal, state, and local laws, regulations and guidelines and EOHLC policy.
- Provides written and oral legal advice concerning federal, state and local law, regulations, guidelines and EOHLC policy to EOHLC staff, with a focus on analysis and interpretation of statutes, regulations and administrative guidance relating to housing development, land use, and affordable housing.

3) Hearings Officer:

- May conduct adjudicatory hearings pursuant to M.G.L. c. 40B and c. 30A.

4) Litigation:

- Assists the Attorney General in litigation wherein EOHLC is named as a party, including the preparation of affidavits, briefs, and related Court papers and research of relevant issues.
- Works with outside counsel who are providing legal services to EOHLC in transactions or litigation.

5) HAC Liaison:

- Acts as liaison to the Office of the Attorney General in Housing Appeals Committee cases, preparing documents as necessary.

- As necessary, assists the Housing Appeals Committee Docket Clerk with various miscellaneous administrative tasks, such as scheduling, maintenance of dockets and files, preparation of record on appeal for the Office of the Attorney General.

6) Other:

- Participates in inter-agency working groups.
- Reviews statewide and national developments in affordable housing law.
- As necessary, responds to requests for information and public records.

PREFERRED QUALIFICATIONS:

1. Demonstrated good judgment in making decisions and offering advice.
2. Ability to comprehend and interpret statutes and regulations.
3. Ability to research applicable law, and to draft or orally to state understandable, succinct and accurate applications of law to everyday factual situations.
4. Excellent skills in effective communication, both verbally and in writing, to clearly and concisely express thoughts and develop ideas in a logical manner, and to focus appropriately on relevant details while maintaining importance of overall issues.
5. Ability to lead or work with cross-functional project teams, and to manage multiple projects and project teams.
6. Experience that evidences excellent analytical skills and pro-active problem-solving skills.
7. Demonstrated strong computer knowledge and skills including, at a minimum, Microsoft Word and Excel.
8. Experience that evidences ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; to complete assignments in a timely and satisfactory manner; and to carry out multiple assignments simultaneously.
9. Knowledge of judicial ethics; excellent independent judgment, interpersonal skills and personal integrity.
10. Thorough knowledge of M.G.L. c. 40B and related regulations and case law.
11. Thorough knowledge of M.G.L. c. 30A, and administrative procedures relating to adjudicatory hearings, deliberations and regulations.
12. Knowledge of zoning, environmental, and land use law, as well as the law of evidence.
13. Knowledge of real estate development and affordable housing finance programs.
14. Knowledge of mediation and conflict resolution procedures.
15. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.
16. Knowledge of procedures followed in courtroom and administrative proceedings.
17. Ability to serve as a hearing officer.
18. Experience that evidences excellent discretion, impartiality, and judgment.
19. At least 10 years' experience in the practice of law, a significant portion of which is related to real estate development, affordable housing finance programs, adjudicatory hearings, and M.G.L. c. 40B.
20. Occasional evening or weekend work may be required as part of the regular duties of this position.

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.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have a Juris Doctor (JD) degree, admission to the Massachusetts Bar and (A) at least three years of full-time, or equivalent part-time, professional experience in the practice of law.

Incumbents may be required to have a current and valid Motor Vehicle Drivers License at a Class level specific to assignment.

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: Counsel II

Functional Title: Counsel

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

Job: Legal Services

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Mar 26, 2024, 12:58:07 PM

Number of Openings: 1

Salary: \$84,243.38 - \$122,903.04 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

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 - 8572480160

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240003X7>