

Counsel II - (210001TX)

Official Title: Counsel II

Functional Title: Counsel II

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

Job: Legal Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Mar 8, 2021, 4:23:18 PM

Number of Openings: 1

Salary: \$73,037.12 - \$105,539.72 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Counsel II reports to the Deputy General Counsel in the Department of Housing and Community Development's Legal Division which is comprised of a staff of 25. The incumbent provides legal services to Department of Housing and Community Development (DHCD) staff and support to recipients of DHCD financial and technical assistance, with a primary focus on the following Division of Community Services programs: Housing Choice (a new program), Urban Renewal, Relocation, Housing Development Incentive Program (HDIP) and the program set out in M.G. L. c.121A.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Acting as legal counsel to the above referenced programs, provides written and oral legal advice to the Community Services staff concerning federal, state and local law, regulations, guidelines and DHCD policy.
2. Oversees legal work required to develop and implement a new program known as Housing Choice, including working cooperatively with Executive Office of Housing and Economic Development (EOHED) and program staff to develop policy, draft regulations and/or administrative plans, negotiate and draft contracts, participate in developing standardized documents, and develop and implement a monitoring system.
3. Drafts advisory opinions for the Housing Choice program.
4. Drafts and reviews rules, regulations, administrative plans, guidelines, legal opinions and legislation related to the Community Services programs referenced here based on legal research and agency needs.
5. Provides advice to the above referenced programs of the Division of Community Services, including interpretation of statutes, regulations and guidelines.
6. Works cooperatively with program staff to administer all aspects of the Community Services programs referenced above.
7. Participates in training sessions for recipients of DHCD assistance, and participates in inter-agency working groups and negotiations.
8. Drafts, reviews and/or negotiates Requests for Responses, contracts, grant agreements, and a variety of other legal and administrative documents relative to programs administered by the Community Services Division to ensure compliance with applicable federal, state, and local laws, regulations and guidelines and DHCD policy.

9. Acts as liaison to the Office of the Attorney General in cases involving the programs for which the incumbent is legal counsel, and in litigation involving DHCD, preparing documents as necessary.
10. As necessary, assists the program staff 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.
11. As necessary, responds to requests for information and public records.
12. Other related duties as General Counsel may require.

PREFERRED QUALIFICATIONS:

1. At least 7 years of experience working as an attorney.
2. Experience providing legal advice and assistance to state or municipal government agencies.
3. Experience developing and implementing new government programs.
4. Knowledge of land use law including zoning and permitting.
5. Knowledge of housing and community development programs.
6. Knowledge of state and federal relocation assistance requirements.
7. Excellent oral and written communication skills.
8. Experience that evidences excellent analytical skills and pro-active problem solving skills.
9. Strong computer knowledge and skills including, at a minimum, Microsoft Word and Excel.
10. 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.
11. Knowledge of judicial ethics; excellent independent judgment, interpersonal skills and personal integrity.
12. Knowledge of administrative procedures relating regulations.
13. Ability to maintain accurate and thorough records and files.
14. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

Please attach a resume, cover letter and writing sample with your application.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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 (by 03/22/21).

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 Driver's License at a Class level specific to assignment.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001TX>