

Assistant Deputy Chief Counsel - (210001OZ)

Official Title: Program Manager Specialist V

Functional Title: Assistant Deputy Chief Counsel

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: Feb 18, 2021, 9:36:04 AM

Number of Openings: 1

Salary: \$38,067.12 - \$96,429.86 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Assistant Deputy Chief Counsel reports to the Chief Counsel and Deputy General Counsel in the Department of Housing and Community Development's Legal Division which is comprised of a staff of 25. The Assistant Deputy Chief Counsel, provides supervision of Office of General Counsel staff, provides agency-wide legal guidance on procurement related issues, develops agency policies and procedures relating to technology contracts and data sharing agreements, reviews and analyzes proposed state legislation and inter-agency policy initiatives, assists the Chief Counsel in preparing information and analysis requested by Executive Office of Housing and Economic Development (EOHED) and/or legislative committees, and handles legal tasks related to DHCD programs. The Assistant Deputy Chief 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.

Major Responsibility Areas include:

1. Provide agency-wide legal guidance on procurement related issues, including development of policies and procedures and advice on specific programs and projects. Coordinate with Operational Services Division (OSD) and DHCD's procurement officer(s). Draft and review procurement documents including Request for Responses (RFRs), due diligence postings and justification for emergency contracting.
2. Develop agency policies relating to technology contracts and data sharing agreements. Provide agency-wide legal support for data sharing issues such as data warehouses, governance documents, Memoranda of Understanding (MOUs), releases, and nondisclosure agreements, including drafting and review of documents and agreements relating to specific projects and programs as well as development of standard operating procedures.
3. Develop agency-wide policies and procedures relating to compliance with state and federal financial controls. Review contracts for procurement compliance, and for state and federal program compliance.
4. Supervise staff of the Office of General Counsel. Duties include providing functional direction to legal staff and executive personnel. Assign work, provide guidance and feedback related to policy direction, and review performance for accuracy and conformance to laws, regulations, policies and agency procedures. In

addition, provide 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.

5. Other Administrative duties.

PREFERRED QUALIFICATIONS:

1. A member in good standing of the Massachusetts Bar.
2. At least 5 years' experience practicing law with a concentration in government procurement and contracting and/or technology contracts.
3. Demonstrated experience in handling complex procurement and contracting issues.
4. Demonstrated expertise related to data sharing issues, particularly as they affect data sharing agreements by public agencies.
5. Expertise in state and federal procurement and contracting requirements and financial controls.
6. At least 3 years' experience supervising other attorneys and working on collaborative teams.
7. Demonstrated expertise in analyzing and interpreting statutes, regulations, and administrative guidance.
8. Demonstrated knowledge of federal/state laws, rules, regulations, policies, and procedures governing procurement and contracting.
9. Demonstrated ability to communicate effectively in written and oral expression.
10. Must be thorough and detail-oriented, and maintain accurate records.
11. Excellent analytical and pro-active problem solving skills, including creative and thoughtful approach to problem-solving, consensus building, and conflict resolution.
12. 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.
13. Experience that evidences willingness and ability to exercise initiative and respond rapidly and responsibly to unanticipated events, issues and 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.

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, professional internship, 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 or (B) 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 experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of the required experience.

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

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

HOW TO APPLY:

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