



BRA/EDIC EMPLOYMENT OPPORTUNITY

TITLE: SENIOR COUNSEL

JOB POSTING #: 21-14

EMPLOYMENT STATUS: EDIC Employee

DIVISION/DEPT: GENERAL COUNSEL/OGC

POSTING DATE: 4/25/14

This job posting will remain posted for 10 working days (5/8/14) before a hiring recommendation can be made.*

Under direction of the General Counsel, or designee, undertake a variety of legal activities in support of the business of the BRA/EDIC; provide expertise in one or more specialty legal areas.

Negotiate and draft various agreements and contracts with external parties on behalf of the BRA/EDIC. Issues covered include but are not limited to the sale, lease or license of BRA/EDIC properties; mortgage loans, promissory notes, escrow agreements and other lending or financing arrangements; zoning matters and linkage; the terms and conditions of the expenditure of BRA/EDIC, city, state and/or federal funds; inter-governmental agreements, etc. State and explain BRA/EDIC position; amend position or extend compromises within limits of designated authority. Prepare and revise legal instruments documenting agreements, including all specifics. Recommend final agreement and submit draft to supervisor; upon approval, oversee preparation, proofreading and production of final document.

Serve as lead attorney or project manager on selected projects as assigned. Plan, coordinate and supervise all legal services provided; allocate resources; monitor progress and results.

Serve as department and organization legal resource on one or more specialized legal areas. Provide advice and counsel to management; interpret pertinent legislation and its effect on organization operations.

Provide direction and liaison to outside counsel on selected projects. Participate in strategic and tactical discussions; monitor preparation and research; review and edit legal instruments and other documents produced. Intervene as necessary to realign efforts and modify strategy.

Provide direction to other staff attorneys and legal interns in the execution of legal research on a variety of issues, including but not limited to real estate sales, title searches, lease agreements and other contracts, loans, zoning matters, etc. Review and critique materials submitted; suggest revisions or additional work needed.

Represent, when appropriate and/or as assigned, BRA and/or EDIC before courts and administrative agencies on diverse cases. May provide direction outside counsel. Negotiate settlements prior to and during litigation. Assist in the preparation of cases and conduct required research on a timely basis; conduct interviews and depositions. Recommend further action or appeal on appropriate decisions and judgments. Maintain and update documentation and work papers.

Provide verbal and written legal opinions on a variety of issues. Review and comment on legal opinions submitted by other attorneys.

Provide legal advice on diverse projects or issues to BRA/EDIC staff members. Interpret and apply regulations, statutes, and other city state and federal requirements and guidelines. Advise staff on appropriate course of action. As directed, initiate action to enforce terms of agreement with various parties with whom the BRA/EDIC has contracted. Within established limits, negotiate resolution

Maintain a current familiarity with existing and pending legislation which impacts the business or operations of the BRA/EDIC. Develop and recommend to supervisor changes in policies or procedures in response to legislative changes. Perform other related duties as required.

KNOWLEDGE AND EXPERIENCE: Work requires completion of a J.D. or L.L.B., plus membership in the State Bar. Also required is a working knowledge of real estate law, contract law and lending/banking law, plus demonstrated expertise in one or more specialty areas. Demonstrated abilities in conducting legal research, and drafting legal instruments and preparing briefs are needed. At least five years of related experience as an Attorney are required, preferably in real estate background. Demonstrated leadership skills are required.

GRADE: 23

HIRING RANGE: \$70,961.57 - \$88, 819.37

Apply To:

Human Resources, **BRA**,
43 Hawkins Street, Boston MA 02114.
E-Mail: HR.BRA@fboston.gov

An Equal Opportunity Employer
BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.