

The Governor's Office of Storm Recovery

Job Description

Title: Assistant General Counsel
Department: Legal
Reports to: General Counsel
Direct Reports: N/A
Number of positions: 1 in NYC office, 1 in Melville, NY.

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

The Assistant General Counsel will assist with various components of the Governor's Office of Storm Recovery program and general administrative transactions such as drafting, reviewing and negotiating agreements. The ideal candidate must be self-motivated and willing to work in a dynamic atmosphere with minimal supervision. Strong interpersonal, analytical, problem solving, organizational, communication and computer skills are required. Must have the ability to build and maintain strong client relationships. One of the positions is based in Melville, Long Island and the other is based in Manhattan, NY. For the Long Island Assistant General Counsel, travel to downtown Manhattan headquarters may be required.

Responsibilities will include, but are not limited to:

- Reviewing, drafting and negotiating contracts, RFP's, and other transactional documents.
- Conducting legal research.
- Research on business matters and HUD compliance.
- Collaborating with other attorneys and staff regarding programmatic strategies and policy
- Implementation of procedures to effectuate the efficient work flow into and out of the General Counsel's office

Qualifications

- Must be a NY State resident or able to relocate to NYS
- Bachelor's Degree and J.D. from accredited college or university or equivalent work experience
- Minimum of 2 years of contractual and/or transactional experience from a distinguished law firm or government legal office.
- Demonstrated commitment to public service

- Licensed to practice in NY
- Highly organized and detail oriented
- Deadline driven with a sense of urgency
- Must be a self-starter with the ability to work independently
- Must be able to successfully multi-task and prioritize
- Enthusiastic, personable, and detail-oriented individual with strong organizational skills

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name and location of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.