

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



**Come Grow with US!**

**Great Community!**

**Great Work Culture!**

**Job Title:** Associate General Counsel

**Job Status:** Full-Time

**Department:** Legal

**Location:** 200 Liberty Street, NYC 10281

**Salary:** Commensurate with Experience

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### POSITION SUMMARY:

Under the direction of the General Counsel, the Associate General Counsel is responsible for advising and strategizing on all legal matters before the Authority. The Associate General Counsel will provide advice on a wide range of issues related to, for example, real estate, construction, litigation, procurement, public finance, compliance matters as well as other legal issues unique to public authorities and governmental entities.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**ESSENTIAL FUNCTIONS:**

- Negotiate, draft, review and revise a wide variety of agreements, including residential and commercial ground leases and amendments, construction agreements, design agreements, license agreements, consulting agreements with architects, engineers, construction managers, and agreements relating to other transactional matters.
- Work with various departments of the Authority to assist in developing lawful and sound policies and procedures, and assist in developing and implementing compliance mechanisms, as appropriate.
- Research legal issues and provide written and verbal recommendations or memoranda.
- Assist in the preparation of board materials and provide advice on corporate governance matters.
- Review compliance of tenants and contractors with lease and contractual requirements; develop, recommend, and implement enforcement options.
- Advise on the procurement process, including establishment and monitoring of and compliance with the best practices; liaise with the Director of Diversity/Deputy Chief Contracting Officer/EEO Officer in order to maximize the usage of MWBEs.
- In consultation with the General Counsel, supervise outside counsel on a variety of litigation matters, including but not limited to commercial, construction and employment matters.
- Perform additional duties as directed.

**EDUCATION AND EXPERIENCE:**

- Juris Doctor from ABA accredited law school.
- Member in good standing with the New York State Bar.
- A minimum of six (6) or more years of law firm, government or applicable in-house experience required.
- Substantive experience in one or more of the following practice areas is preferred: significant real estate transactional matters, contracting and procurement, construction or litigation.

**SKILLS:**

- Excellent verbal and written communication skills, and an ability to interact with high level executives and stakeholders.
- Ability to work on multiple projects independently and simultaneously.
- Ability to interpret statutes, case law, policies and other legal documents, and effectively communicate the content of those documents to applicable constituents.
- Ability to prioritize a heavy and varied workload, be responsive and timely, and effectively serve the Authority in a collaborative, teamwork oriented manner.
- Strong skills in critical writing and analysis.
- Strong negotiating skills.
- Ability to think strategically and proactively evaluate risk factors impacting business decisions.

Please submit cover letter and resume to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov). Cover letter is required.

Battery Park City is an Equal Opportunity Employer and embraces Diversity in the Workplace.