

Position Description

Legal Department



Hudson River Park Trust

Reports to: General Counsel
Hours/Week: 37.5 FLSA: Exempt

Hudson River Park Trust (the “Trust”) seeks a Senior Attorney. The Senior Attorney position is an integral part of the HRPT Legal Department and reports to the General Counsel and works with the Deputy General Counsel. The Trust is seeking an attorney to assist in the coordination and oversight of the Trust’s variety of legal matters, particularly those related to leasing, real estate transactions, concession agreements, permits, procurements and compliance with federal, state and local laws and regulations, including the State Public Authorities Law, NY State Procurement Guidelines, and the New York State Minority/Women-Owned Business programs. In this position, the Senior Attorney will be required to work with the General Counsel, Deputy Counsel and Senior Staff to ensure systematic compliance with applicable laws and regulations for all Trust procurements and contracts. The Senior Attorney position also works closely with outside counsel and HRPT staff.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the Park are several commercial facilities, including the Pier 40 parking garage, Pier 57 development site, Circle Line excursion piers and Chelsea Piers. The Trust covers its \$28 million annual operating budget through parking revenue, rents, permits, fees, grants, donations generated by a “Friends” organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding. Total investment in all facilities within the Park is approximately \$540 million.

The Legal Department provides advice and representation to the Trust and its Board of Directors on a broad range of matters related to Park development, maintenance and operation. These matters include developing and ensuring conformity with Trust governance, procurement and employee policies and regulations; negotiating and drafting development and funding agreements, construction contracts, leases, permits and a variety of other agreements; providing oversight and ensuring compliance with employment law and labor management requirements; monitoring the Trust’s compliance with state and federal development and environmental permits; interacting with federal, state and local governmental agencies and public interest groups; and handling and supervising outside counsel concerning commercial real estate transactions, leases, employment matters and various Article 78, commercial and tort litigation involving the Trust.

Responsibilities/Duties:

The Senior Attorney's responsibilities include, but are not limited to, the following:

- Assist on commercial real estate transactions and litigation matters, including Article 78 actions;
- Respond to legal inquiries involving e.g., FOIL requests, funding agreements, construction contracts and disputes, employment law and torts litigation;
- Work directly with department staff on the preparation and management of RFPs and procurement packages;
- Troubleshoot, identify, research legal matters pertaining to regulatory issues impacting the Trust;
- Train senior staff members on procurement policies and State MWBE and SDVOB guidelines to ensure contract compliance.

Required Education and Experience:

- J.D. and New York Admittance, with a minimum of five years of related experience;
- Experience in the legal department of a not-for-profit or public sector organization in the New York City metropolitan area is preferred; including working knowledge of the New York State Public Authorities Law and New York State MWBE requirements;
- Excellent writing ability, including legal drafting, preparation of reports and memoranda, and Board/intergovernmental communications;
- Strong organizational skills with ability to act decisively and meet deadlines in a rapidly evolving, and regulated environment;
- Ability to conduct legal research.
- Ability to work independently, as well as collaboratively with staff and with outside park stakeholders;
- Ability to read and understand financial statements; and
- Literacy in Westlaw research & Lexis programs.

Essential Traits:

- Ethical conduct
- Strategic thinking/decision making
- Problem solving/analysis
- Collaboration/congeniality
- Thorough/detailed/organized
- Outstanding work ethic/deadline driven

Compensation/Benefits:

Competitive salary of \$110,000 - \$125,000 annually depending upon qualifications. Excellent benefits package including: paid holidays, vacation time, sick and personal time, transportation allowance, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants are to submit a cover letter demonstrating their interest in the position and a resume to Kate Yarhouse, Director of Human Resources at resumes@hrpt.ny.gov.

Indicate Job Code: HRPT-2018 Senior Attorney in the subject line of the email.

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.