

Position Description
Legal Department
Senior Attorney



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

Hudson River Park Trust ("HRPT") seeks to hire a Senior Attorney for its Legal Department who is familiar with construction contracts and public procurement processes to work strategically with HRPT staff to advance Park priorities. The Senior Attorney prepares bid and request for proposal and contract documents and oversees HRPT's MWBE and SDVOB compliance. The Senior Attorney also works on a variety of HRPT legal matters, including drafting commercial leases, preparing concession agreements and permits, drafting regulations and policy documents, conducting legal research, preparing materials for HRPT's Board of Directors, and coordinating HRPT's overall compliance with federal, state and local laws and regulations, including the State Public Authorities Law.

The Senior Attorney position is an integral part of HRPT. Reporting to the General Counsel, the Senior Attorney works closely with the Deputy General Counsel, Executive staff, and Department heads to ensure systematic compliance with applicable laws and regulations for all HRPT procurements and contracts. The Senior Attorney position also works closely with outside counsel and HRPT staff, including three other members of the Legal Department.

Background:

HRPT is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of HRPT 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. HRPT covers its \$32 million annual operating budget through parking revenue, rents, permit fees, grants, donations generated by a "Friends" organization and other private sources. Approximately 80% of the Park has been constructed or is in construction with a mix of State, City and Federal capital funding.

The Legal Department provides advice and representation to HRPT 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 HRPT 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 HRPT'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 and construction law matters and various Article 78, commercial and tort litigation.

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

- Work directly with Department staff on the preparation and management of RFPs, bids and procurement packages;
- Negotiate and prepare contracts with selected vendors;
- Prepare HRPT Board of Directors' meeting memos and resolutions;
- Assist on commercial real estate transactions and prepare permits and concession agreements;
- Assist in strategizing about litigation matters, including Article 78 actions;
- Respond to legal inquiries involving FOIL requests, funding agreements, construction contracts and disputes, employment law and torts litigation;
- Conduct legal research and prepare legal memorandum on issues that impact the Park;
- Troubleshoot and identify legal matters pertaining to regulatory issues impacting HRPT;
- Prepare annual MWBE and SDVOB plans and oversee quarterly compliance reporting;
- Train HRPT 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 New York State is preferred;
- 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; and
- Ability to work independently, as well as collaboratively with staff and with outside park stakeholders.

Essential Traits:

- Ethical conduct
- Strategic thinking/decision making
- Problem solving/analysis
- Thorough/detailed/organized
- Outstanding work ethic/deadline driven
- Self-starter with ability to think creatively and flexibly

Compensation/Benefits:

Competitive salary of \$130,000 - \$140,000 annually depending upon qualifications. Excellent benefits package including: paid holidays, vacation time, sick and

personal time, transportation allowance or parking options, medical, dental and vision insurance, and participation in New York State Pension System.

Application Process:

Interested applicants should submit a cover letter demonstrating their interest in the position and a resume to the Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: HRPT-2020 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