

Position Description

Legal Department



Hudson River Park Trust

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

Hudson River Park Trust (the “Trust”) seeks a Paralegal, entry-level Attorney or Contracts Compliance Associate who assists the work of the Hudson River Park Trust in managing its numerous contractual relationships with vendors throughout the park. This individual will report to the General Counsel, but he or she will have the opportunity to work across many departments with multiple staff members.

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 leases, employment matters and various Article 78, commercial and tort litigation involving the Trust.

Responsibilities/Duties:

Responsibilities include, but are not limited to, the following:

- Working with staff and the legal team in preparing requests for proposals and assisting with bid preparation;
- Assisting the trust with contract compliance and required quarterly reporting;
- Managing Freedom of Information Law (FOIL) and other document production requests;

- Assisting with the preparation of quarterly Board of Directors meetings; preparing minutes/synopses of Board dispositions, and other public meetings;
- Drafting notices to tenants/concessionaires/permittees;
- Creating/updating databases to comply with various state mandates;
- Conducting legal research, preparing memoranda and reporting research findings, under the supervision of legal department staff;
- Assisting with other tasks as assigned.

Required Education and Experience:

- Minimum of a Bachelor's Degree required; applicants with law school background or paralegal experience preferred; a J.D. is welcomed;
- A minimum of two years working in an office environment
- At least one year experience with FOIL requests and/or document production is helpful, although not essential;
- Excellent written and verbal communication skills;
- Experience conducting research (Lexis/Westlaw); strong analytical skills;
- Strong organizational skills

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 up to \$60,000 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 Legal Associate 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.