

City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice

Civil Service Title: EXECUTIVE AGENCY COUNSEL	Level: M8
Title Code No: 95005	Salary: \$116,506.00/\$125,642.00-\$252,165.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: General Counsel	Work Location: 55 Water St NY NY
Division/Work Unit: Legal Affairs	Number of Positions: 1
Job ID: 543080	Hours/Shift: 35 hours

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

DOT's mission is to provide for the safe, efficient, and environmentally responsible movement of people, goods, and vehicular traffic on the streets, highways, bridges, and waterways of the City's transportation network. In order to achieve these goals, DOT works to (i) improve traffic mobility and reduce congestion throughout the City; (ii) rehabilitate and maintain the City's infrastructure, including bridges, tunnels, roadways, sidewalks, and highways; and (iii) encourage the use of mass transit and sustainable modes of transportation. In support of DOT's mission, the General Counsel will:

- Develop high level legal and policy strategies for the DOT Commissioner and Senior Staff regarding key Administration and Agency priorities, including: Vision Zero Building a Safer City; Open Restaurants Program; Open Streets Program; Citi Bike/Bike Share; Camera (Speed, Red Light, Buslane) Enforcement; Congestion Pricing; Street Improvement Projects; Pedestrian Plazas; and E-scooters and other Micromobility devices.
- Serve as the central liaison to the Administration and NYC Law Department on legal issues as they arise.
- Provide legal support on highly technical design, engineering and construction matters, including contract administration issues, contractor claims, error and omission claims; land use and environmental issues; maritime issues; and coordination with various stakeholders including community members, elected officials, federal and state agencies, railroad and utility companies.
- Oversee all on-going legal advice and guidance regarding DOT's rules and regulations; legislation; risk management; procurement; grant compliance; personnel issues; ethics; security; intellectual property; First Amendment; and environmental issues for various DOT divisions including: Transportation Planning and Management; Traffic Operations; Bridges; Roadway Repair and Maintenance; Ferries; and Sidewalks and Inspection Management.
- Responsible for approximately 20 attorneys and 100 operational staff members of the Division of Legal Affairs, which includes overseeing the workflow of the Division's five offices:
 - Office of the General Counsel, whose attorneys provide legal advice and guidance to Agency staff;
 - Office of Cityscapes and Franchises, which oversees the Coordinated Street Furniture Franchise; Bike Share; the Land Use unit; grants permission via franchises, concessions and consents to entities and individuals to occupy and use the streets, sidewalks and ferry terminals under DOT's jurisdiction; and pursues recoupments for damages to DOT property;
 - Office of Environmental Compliance Assessment which reviews and provides advice regarding the Agency's environmental responsibilities;
 - Office of Litigation Support and Records Management which assists the New York City Law Department in DOT related lawsuits, processes FOIL requests and manages the Agency's records; and
 - The FOIL unit, which processes approximately 7,000 requests annually.

Minimum Qualification Requirements

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

At least ten years of relevant recent full-time experience in either public or business administration serving in a responsible executive or senior supervisory capacity preferred. Experience in government management, litigation, legislation and rulemaking, and government procurement procedures are preferred. Candidates' skills should include effective advocacy, public speaking, plain language writing, negotiation, and staff supervision.

Additional Information

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

All resumes are to be submitted electronically. Current City Employees: Please log into Employee Self Service (ESS) at <https://hrb.nycaps.nycnet>, follow the Careers link and search for Job ID number 543080. All other applicants: Please go to www.nyc.gov/careers/search and search for Job ID Number 543080. If you do not have access to a personal computer: Please visit your local public library. Most public libraries have computers available for use. No phone calls, faxes or personal inquiries permitted. Only those applicants under consideration will be contacted. For more information about DOT, visit us at: www.nyc.gov/dot.

Posting Date: 07/28/2022

Post Until: Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.