Vacancy Announcement
NYS Office of Parks, Recreation and Historic Preservation
Counsel's Office, Albany Main Office
Title-Counsel (NS)

SALARY:	$152,191-$191,427
WORK LOCATION:	625 Broadway, Albany, NY 12238
NEGOTIATING UNIT:	Management/Confidential (unrepresented)
JURISDICTINAL CLASS:	Exempt
TYPE OF APPOINTMENT:	Full-time
WORK SCHEDULE:	37.5 hours/week

The Organization:

The New York State Office of Parks, Recreation and Historic Preservation oversees more than 250 parks, historic sites, recreational trails, golf courses, boat launches and more, which were visited by 88.3 million people in 2024. The mission of the Office of Parks, Recreation and Historic Preservation is to provide safe and enjoyable recreational and interpretive opportunities for all New York State residents and visitors and to be responsible stewards of our valuable natural, historic and cultural resources.

Duties Description:

The Office of Counsel provides a full suite of services for the full agency, including OPRHP divisions in Administration, Operations, Historic Preservation, Environmental Stewardship and Planning, Capital Planning, Intergovernmental Affairs, and Health & Safety. This position is responsible for the efficiency and effectiveness of all operations and functions of the Office of Counsel and provides legal advice and counsel to agency managers and executive staff on the legal implications of agency policies and programs. Duties include but are not limited to:

- Directs the overall operation and supervision of the Office of Counsel.
- Develops and coordinates the agency's legislative program, consulting with executive staff and managers to determine the need for new or revised legislation.
- Directs the preparation of draft bills and oversees their progress through the legislative process.
- Maintains communication channels with legislators, legislative staff and the Governor's legal staff to monitor pending pills impacting the agency.
- Represents Commissioner at legislative and other public hearings.
- Serves as agency liaison to the Department of Law.
- Oversees the execution, and in some cases negotiation, of all agency contracts including concessions, land acquisition, Friends Groups, grants-in-aid, and permits.
- Represents the agency in a variety of administrative legal proceedings
- Directs the preparation and promulgation of agency rules and regulations.
- Provides legal and strategic counsel and support to ensure the development and implementation of lawful employment policies and procedures, including compliance with relevant federal, state, and local laws, and obligations related to collective bargaining and civil service guidelines.

- Serves directly as, or supervises, a FOIL officer, a Records Access Officer, a FOIL appeals officer and agency Ethics Officer.

Minimum Qualifications Required for Appointment:
Law degree from an accredited law school; admission to, and member in good standing of, the New York State Bar; and eight years of relevant post-bar experience.

Preferred Qualifications:

- Excellent written and oral communication skills to summarize the law and the facts succinctly and precisely, and to persuasively offer a recommended course of action to key executive stakeholders.
- Ability to respectfully represent the interests of OPRHP with competency, credibility, and confidence when interacting with others outside the agency.
- The ability to appropriately set priorities, work under pressure, and meet tight deadlines while maintaining productive working relationships with internal and external stakeholders.
- Deep-seated curiosity about the business of the agency and its operations, and commitment to excellence in governance, procedure and legal matters.
- Demonstrated experience in managing a team of employees in a legal setting and the ability and willingness to recruit, motivate and train staff members.
- The ability to work strategically and collaboratively with intra-agency business units and to maintain and handle confidential documents and information.
- Admission to the New York State Bar and ten years of recent full-time relevant and exemplary legal experience subsequent to any bar, five years which must have been in the supervision of other attorneys and/or in an administrative, managerial or executive agency.

It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet the agency's operating needs. If you are interested in being considered for this opportunity, please send a cover letter and resume to the following e-mail address: ExecRecruitment@parks.ny.gov

APPLICATIONS ACCEPTED UNTIL: April 30, 2025

An Equal Opportunity/Affirmative Action Agency