

**The City of New York
Mayor's Office of Environmental Coordination
253 Broadway – 14th Floor
New York, NY 10007**

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Executive Agency Counsel	Level: M-III
Office Title: General Counsel	Title Code: 95005
Bureau: Mayor's Office of Environmental Coordination	Salary Range: \$60,740 to \$119,833
Division:	Number of Positions: 1
Work Location: 253 Broadway, Manhattan, NY	Hours/Shift: 35 hours

JOB DESCRIPTION:

The General Counsel of the MOEC reports to the Director of the Office and is responsible for assisting the Director in all activities related to environmental review and Local Law 86/2005, the City's green building law. The General Counsel provides environmental review legal advice to all City agencies, including the Office of the Mayor, and is responsible for maintaining the City's environmental review guidance. For projects for which any office within the Office of the Mayor serves as the CEQR lead agency, the General Counsel reviews, approves and prepares the environmental review documents that the Director executes in his/her capacity as Assistant to the Mayor. The General Counsel also provides legal advice related to issues concerning Local Law 86. The selected candidate serves as the legal counselor to the Director, advising on questions of law, fact and administrative policy. The General Counsel also serves as the MOEC FOIL Officer and performs other duties as assigned.

PREFERRED SKILLS: Specific expertise or demonstrated experience in one or more of the following areas is a plus: environmental review practice, SEQRA and CEQR statutes and regulations, Local Law 86 statute and regulations, environmental or administrative law, urban planning, or related areas. Excellent interpersonal, organizational, written and oral communications skills, familiarity with New York City government are highly desirable.

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 or in a administrative, managerial or executive capacity.

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

TO APPLY, PLEASE SUBMIT A COVER LETTER AND A COPY OF YOUR RESUME TO:

**Robert R. Kulikowski, Ph.D., Director
Mayor's Office of Environmental Coordination
253 Broadway – 14th Floor
New York, NY 10007**

or electronically to: rryan@cityhall.nyc.gov

Post Date: April 13, 2011

Post Until: Position is filled

THE CITY OF NEW YORK IS EOE M/F/D/V