

**PLEASE POST
NOTICE OF VACANCY**

BUFFALO MUNICIPAL HOUSING AUTHORITY

GENERAL COUNSEL

The BMHA is seeking a full-time position of General Counsel. Refer to the attached announcement for details.

Interested candidates are requested to submit a cover letter, resume and compensation requirements by the close of Friday, October 6, 2017, to:

**Buffalo Municipal Housing Authority
Human Resources Department
300 Perry Street
Buffalo, NY 14204
Attn: Theresa Spagna, SHRM-SCP
Deputy Executive Director for Personnel**

THE BMHA IS AN EQUAL OPPORTUNITY EMPLOYER

TS
Attachment
Posted: September 8, 2017

ec: BMHA Employees/Commissioners
BMHA Website
City of Buffalo Website
Civil Service Administration
cc: Tenant Council Presidents
Martha Mitchell Center

**BUFFALO MUNICIPAL HOUSING AUTHORITY
JOB ANNOUNCEMENT
GENERAL COUNSEL**

HISTORY:

The Buffalo Municipal Housing Authority was established on April 3, 1934, pursuant to a resolution of the Common Council of the City of Buffalo. The Authority's creation and establishment was subsequently confirmed by an Act of the New York State Legislature. The first Board of Commissioners consisted of five Members who were appointed by Buffalo Mayor Zimmerman on October 19, 1934. Since its establishment, the Buffalo Municipal Housing Authority has been recognized as a public corporation with its own independent status.

Currently, the BMHA has managerial control over a total of thirty-three (33) housing developments. These thirty-three housing developments are located throughout the City of Buffalo and contain a total of four-thousand, eight-hundred twenty-one (4,821) apartment units. The size and lay-out of the apartment units vary based on housing development. The BMHA is responsible for the management and maintenance of the buildings and grounds in and around the housing developments.

The BMHA employs approximately 160 employees including an Executive Director, Assistant Executive Director, Assistant Legal Counsel and unionized employees represented by AFSCME, Local 264 and IUOE, Local 17-S.

JOB DESCRIPTION

The General Counsel shall have direct supervision over the Legal Division of the Buffalo Municipal Housing Authority and the staff therein;

The General Counsel may, at the direction of the Executive Director, supervise and oversee the work of any outside legal counsel which may be retained by the Authority, in accordance with applicable Authority policies;

The General Counsel shall be directly responsible for communicating with and overseeing the work of such insurance companies as may carry policies insuring the Buffalo Municipal Housing Authority in any type of matter;

The General Counsel shall supervise Authority programs designed to implement affirmative action policies and "Section 3" policies;

The General Counsel shall act as Executive Director, in the absence of the Executive Director and the Assistant Executive Director;

The General Counsel shall be the official charged with the prosecution and defense of all legal matters concerning the Buffalo Municipal Housing Authority, including but not limited to, any and all Federal and State Lawsuits, landlord/tenant matters, personal injury claims, claims of misconduct by or against Authority employees, grievance arbitration hearings, construction claims and regulatory matters of whatever kind;

The General Counsel may assist the Executive Director, where necessary, in the interpretation of Federal and State regulations and legislative affairs.

The General Counsel shall assist the Executive Director and/or designee in the negotiation of contracts in accordance with those procedures that are adopted and approved by the Board;

The General Counsel shall approve as to form and legal sufficiency various documents prepared by the Authority or the Board of Commissioners;

The General Counsel shall assist the Executive Director and the Board of Commissioners in the formulation of various Authority policies, and shall review same for legality, and shall render legal opinions at the request of the Board of Commissioners and/or the Executive Director;

The General Counsel shall perform such other and further duties as may be necessary, in the judgment of the Executive Director and the Board of Commissioners.

MINIMUM REQUIREMENTS

Juris Doctorate Degree from a law school of recognized standing and a license to practice as an Attorney and Counselor for the Courts of the State of New York.

Experience in public and affordable housing matters, litigation, contract negotiations, employment and labor law is preferred.

Possession of a current and valid NYS Driver License.

City of Buffalo residency throughout employment is a requirement.

Successful candidates will be subject to qualification by the Civil Service Administration.

TO APPLY

Interested candidates are requested to submit a cover letter with list of related experience, resume, salary history and three writing samples, including one of a legal nature, a community housing nature and one of choice by the close of business Friday, October 6, 2017, to

Buffalo Municipal Housing Authority
Human Resources Department
300 Perry Street
Buffalo, NY 14204
Attn: Theresa Spagna, Deputy Executive Director for Personnel