

Position Title: Managing Assistant Counsel
Department: Counsel - Construction
Location: Albany or NYC
Hiring Rate: \$125,066
Bargaining Unit: Management
Posting Date: September 3, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply for this job opportunity:

[Click Here](#)

For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207
518.257.3550 (fax)
Recruiting@DASNY.org (e-mail)

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.

Position Description

Position Title:	Managing Assistant Counsel
Grade/Classification:	60- Chief or Equivalent
Bargaining Unit:	Management
FLSA Status:	Exempt

Last Revised: August 16, 2021

Primary Purpose

Under the direction of the General Counsel and Managing General Counsel, and with a high degree of independent judgment and responsibility, renders legal advice and executes legal assignments of considerable difficulty in support of the Construction Services Division of DASNY. Acts in a confidential capacity to the executive staff on policy, personnel, collective bargaining, and/or labor relations issues.

Essential Functions

- Provide legal support to Construction Services Division staff, including, construction and project managers, architects, and engineers, on general business matters as well as regarding litigation, arbitration, and mediation in matters involving, construction, procurement, liens, eminent domain, and environmental law.
- Advise on complex matters relating to the construction project implementation, administration of design, construction, and other contracts entered into by DASNY.
- Handling and disposition of liens filed with DASNY.
- Address matters relating to construction law (NYS Labor Law §§ 200, 240, 241), insurance defense and general liability, contractor claims, liens, and bonds, including the preparation and review of legal documents pertaining thereto.
- Familiarity with complementary construction areas, such as bonding and insurance.
- Prior experience in sophisticated transactional matters in construction law, including preparation of design professional agreements and consultant agreements, commercial litigation, construction litigation and/or surety litigation will be highly regarded.
- Participate in confidential internal investigations into allegations involving staff and contractor/vendor serious misconduct/corruption and recommend corrective action measures.
- Ability to develop legal strategy for the resolution of claims, disputes and the handling of mediation, disputes, trials, and hearings.
- Conduct and manage necessary and appropriate discovery, hearings, trials, depositions, oral arguments, mediations, arbitrations and similar proceedings or coordinate with the Attorney General's Office and/or outside counsel in connection with such matters in which DASNY is involved.
- Participate in confidential internal investigations into allegations involving staff and contractor/vendor serious misconduct/corruption and recommend corrective action measures.
- Prepare legislation; render advice with respect to the formulation, coordination, and execution of DASNY's legislative program
- Review agency responses to the public pursuant to the Freedom of Information Law.

Position Description

Other Duties and Responsibilities

- May supervise, train, and evaluate employees.
- Handle disciplinary matters and assist in handling grievances, arbitration and disciplinary measures in accordance with applicable collective bargaining agreements.
- Participate in collective bargaining and other employee relation matters; administer and ensure adherence to applicable bargaining agreements.
- Develop, document and implement policies and procedures.
- Experience or a demonstrated interest in public service, contracts, real estate, construction, and/or procurement.
- Assess, develop, and implement internal controls, and oversee the review and testing of same.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination.

Supervision

Supervision of employees may be required.

Physical/Mental/Visual Demands

Travel may be required, generally to the NYC area, using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires complex and time-pressured decision making. Must be able to work overtime or extended work hours as needed.

Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, printer, copier, scanner.

Minimum Qualifications

Juris Doctor, admission to the New York State Bar with a minimum of seven (7) years of experience in the practice of law subsequent to admission to the Bar.

Preferred Qualifications

Juris Doctor, admission to the New York State Bar and seven (7) years of experience in the practice of construction law subsequent to admission to the Bar.

Essential Skills

- Excellent verbal and written communications skills.
- Demonstrated judgment and exercise of discretion including in confidential matters.
- Demonstrated ability to communicate with tact and diplomacy.
- Demonstrated analytical and conceptual skills.
- Demonstrated ability to work independently with minimal supervision and exercise sound judgment.
- Familiarity with terms and administration of collective bargaining agreements.
- Proficiency in PC applications, such as Microsoft Office