



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: General Counsel

Salary: \$100,000 – \$130,000

Civil Service Title: Executive Agency Counsel

Title Code & Schedule: 95005 - Full Time

The Office of Counsel for Brooklyn Borough President seeks a highly motivated professional to serve as General Counsel. The General Counsel will provide legal advice and counsel to the Borough President, Chief of Staff and Executive leadership team, as well as guide mid-level management and other support staff. The General Counsel serves as the Agency Chief Contracting Officer and manages the Freedom of Information Law (FOIL) office. The ideal candidate will possess experience in the following areas: (i) New York State and Local law; (ii) General City Law and General Municipal Law; (iii) Public Officer's Law; and (iv) New York City Charter and Administrative Code, in addition to other relevant statutes, rules and regulations. The General Counsel must be prepared to work flexible hours, including evenings and weekends as required. The selected candidate will have responsibilities that include, but are not limited to:

Role and Responsibilities:

- Advise the Brooklyn Borough President and the Executive Team regarding their legal duties and responsibilities as mandated by law. This includes, but is not limited to, charter-mandated functions, procurement and contracting regulations, the Conflict-of-Interest Law, Employment Law.
- Provide counsel to staff on legal issues that arise under New York State and local laws, with a primary focus on the State Constitution, Environmental Review Law, General City Law, General Municipal Law, Not-for-Profit Corporation Law, Public Officers Law, as well as the New York City Charter and Administrative Code.
- Supervise other personnel within the Counsel Office.
- Review, draft, and execution of Agency Contracts, Memoranda of Understanding, Data Use Agreements and Confidentiality Agreements as relevant issues arise.
- Ensure timely and accurate responses to requests and appeals under the Freedom of Information Law (FOIL).
- Serve as the Privacy Officer for the Agency and act as a liaison with Counsel and Chief Privacy Officers across various City agencies.
- Conduct legal research and draft legal opinions, memoranda, and policy statements as necessary.
- Plan or consult on new strategic initiatives that necessitate legal and technological frameworks.
- Engage in legal research and provide written analyses as required, often on a time-sensitive basis.
- Collaborate effectively with each department to address the needs and priorities of the agency.

- Be accountable for the preparation of board resolutions and meeting minutes for the Brooklyn Borough Board, working in conjunction with the Community Board Department.
- Performing other related legal assignments and projects as required.

Minimum Qualifications:

1. Admission to the New York State Bar; Graduate of an ABA-approved law school; and four (4) 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.
2. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills:

- Recent experience at a City agency as General Counsel or other agency counsel
- Familiarity with New York City government or agency processes.
- At least two (2) years of relevant supervisory experience
- Exceptional organizational, analytical abilities, management, and interpersonal skills.
- Strong oral and legal writing skills.
- Ability to cultivate and develop strong relationships with key actors and stakeholders.
- Ability to work as part of a team with high-volume work and short turnaround times.
- Proficiency with Microsoft Office Suite, Outlook and Adobe editor preferred.
- Extensive knowledge of communities in Brooklyn and local government is a strong plus.
- Fluency in a language other than English, especially Spanish, Haitian Kreyol, Russian, Polish, Bangla, and Urdu are a plus.
- An understanding of Community Boards and familiarity with providing technical assistance to them are a strong plus.
- A strong commitment to the values and vision articulated by Brooklyn Borough President Antonio Reynoso, a prerequisite for fulfilling the advisor role.

To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “General Counsel”. Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in

compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

Post Date: 2025

Post Until: Filled

JVN #: 012-26-002

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