

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: LEGAL

POSITION: ASSOCIATE COUNSEL I

Position Summary

The Associate Counsel reports to the General Counsel of the Urban Redevelopment Authority of Pittsburgh (URA) and Assistant General Counsel, if any. The Associate Counsel drafts and reviews various URA documents, plans/researches legal matters, and represents the URA in civil proceedings, as assigned.

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods. The URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments; and by providing a portfolio of programs that include financing for business location, relocation and expansion, housing construction and rehabilitation, and home purchases and improvements.

A well-suited candidate for this role can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. The style is purposeful, directed at getting things done quickly. There is a great deal of challenge and pressure, and people and problems must be handled with confidence and determination. The role requires self-discipline, self-assurance and competitive drive. There is a strong demand for high quality, organized and repeatable results. The responsibilities are broad in scope, encompassing a wide variety of activities requiring rapid shifts in priorities. This is primarily a task-focused role, requiring a somewhat authoritative, directive leadership style that encourages results-driven, task-oriented collaboration.

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Examples of Representative Duties

- Plans and researches legal matters with regard to ordinances and resolutions
- Prepares and reviews real property instruments including purchase agreements and escrows, document negotiation and drafting for disposition or acquisition, leases, deeds, easements, and licenses
- Prepares and reviews contracts, loan and grant document terms and conditions for transactions generated by Housing Department, Development Department, Center for Innovation and Entrepreneurship, and Engineering and Construction Department; public works construction documents including bid specifications, bonds, insurance, liens, titles and related documents; grant agreements; and all similar documents as requested by the URA

- Provides research and support to the URA in its legal affairs as assigned including, but not limited to, land use, environmental, housing, commercial, real estate, finance, contracts, and other matters
- Reviews rules, policies, plans and forms prepared by other authorities or City departments for compliance with applicable laws
- Researches legal issues and prepares memoranda and correspondence
- Maintains and develops expertise about laws, regulations and court decisions affecting the URA
- Supervises Legal Department support staff

Knowledge

- Legal principles and practices including civil, constitutional, redevelopment, housing, contract, employment, administrative and business laws and procedures
- Commonwealth of Pennsylvania laws, codes, regulations, and court decisions as they affect the URA
- Courtroom litigation in municipal, state and federal courts
- Complex transactional and creditors' rights experience
- Investigation procedures, methods of legal research and sources of information
- URA rules, regulations, policies, and procedures
- Relevant employment law and human resources best practices
- Evaluation and practical consequences of legal strategies

Skills

- Gather appropriate information through research, observation and interview
- Plan, monitor and evaluate the work of self and others
- Understand, interpret, explain, and apply URA policy and procedures
- Present proposals and recommendations clearly, logically and persuasively in public meetings
- Prepare clear, concise and comprehensive opinions, correspondence, reports, studies, and other written materials
- Exercise sound, expert independent judgment within policy guidelines
- Establish and maintain effective working relationships with elected officials, all levels of URA management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives, and the public
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

Minimum Qualifications

This position, which is at-will and non-union, requires a Juris Doctorate degree and a license to practice law in Pennsylvania. A minimum of 3-5 years of relevant experience is required.

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. Applicants must be City of Pittsburgh residents, or become one as a condition of employment at the URA.

Please send resume and letter of interest to:

Darnell Griffin-Benton (Ms.)
Administration Manager, Legal Department
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219

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