

## URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

**DEPARTMENT: LEGAL**

**POSITION: GENERAL COUNSEL**

### **Position Summary**

The General Counsel reports to the Executive Director of the Urban Redevelopment Authority of Pittsburgh (URA). The General Counsel provides legal advice, written legal opinion and consultation on all matters affecting the URA. The General Counsel strives to support the strategic goals of the URA by providing high quality legal counsel to protect and preserve the legal and ethical integrity of the URA.

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.

This role requires achieving results which are aligned with the larger picture of the organization and its strategic goals. Initiative, coupled with a sense of competitive drive, and the ability to stay focused on results despite changing conditions, is the key to achieving the performance objectives of this role. The work involves innovation and creativity in generating ideas for quick response. Decision-making is focused on implementing practical, timely solutions. A leadership style that is firm and goal-oriented, and yet motivates, trains, and engages others in an enthusiastic way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style. The scope of the job requires effective delegation to proven people. The job environment is dynamic, and provides for recognition through the achievement of organization results that impact the City of Pittsburgh in a positive way.

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**

- Provides transactional real estate counsel to URA staff and board through structuring, negotiating and drafting all legal documents required by urban redevelopment plans and projects
- Prepares and reviews necessary legal documents such as: ordinances and resolutions; all agreements of any nature; all real property instruments of any nature including purchase agreements and escrows, document negotiation and drafting for disposition or acquisition, leases, deeds, easements and licenses; bond size amount and offering terms and conditions; public works construction documents including bid specifications, contracts, bonds, insurance, liens, titles and related documents; memorandums of

understanding; franchise agreements; grant agreements; inter-governmental cooperation agreements; and all similar documents as requested by the URA

- Represents and advises the URA on all pending and potential litigation and initiates and defends all litigation unless otherwise directed by the URA board; Provides representation to the URA in all its legal affairs including, but not limited to, land use, environmental, housing, finance, personnel, contracts and other matters
- Represents the URA in civil proceedings in court and administrative agencies; May conduct depositions, trials and appeals of proceedings in state and federal courts
- 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
- Attends URA board meetings unless excused by the Executive Director and other board or URA meetings on the request of the Executive Director
- Supervises Legal Department staff
- Performs other duties including paralegal, payroll and office management

### **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 real estate development 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**

- Manage, control and oversee the delivery of legal services in a competent, professional and cost-effective manner
- Gather appropriate information through research, observation and interview
- Plan, monitor and evaluate the work of self and others
- Develop and implement policies, procedures and standards
- Understand, interpret, explain, and apply URA policy and procedures
- Present proposals and recommendations clearly, logically and persuasively in public meetings
- Represent the URA effectively in negotiations
- 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 7–10 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, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219

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