



# District of Columbia Housing Authority

## Vacancy Announcement

*Central Office*

### ANNOUNCEMENT #19-15

<b>Title:</b> Associate General Counsel	<b>Department:</b> Office of the General Counsel
<b>Grade:</b> GC-905-15	<b>Salary Range:</b> \$128,305 pa - \$168,227 pa
<b>Opening Date:</b> 12-07-18	<b>Closing Date:</b> Open until filled
<b>Area of Consideration:</b> DCHA Employees and the General Public	

#### Duties and Responsibilities:

- Supports and serves at the direction of the General Counsel, Deputy General Counsel; provides oral and written legal advice to DCHA managers and staff in a variety of areas, that may include, but not be limited to, real estate transactional, business, governance of DCHA and its subsidiaries, DCHA programs, including public and assisted housing, development and/or redevelopment of public, affordable, market rate and mixed-income housing, all housing and affordable financing programs, including but not limited to: HOPE VI and/or Choice, and any similar successor programs, Rental Assistance Demonstration program; Low Income Housing Tax Credits (öLIHTCö); New Markets Tax Credits (öNMTCö); 4% and/or 9% Bonds; Municipal Equipment Leases; Public/Private Ground Leases; and EB-5 transactions.
- Supports and serves at the direction of the General Counsel and Deputy General Counsel; provides oral and written legal advice and regulatory guidance to DCHA managers and staff in a variety of areas, that may include, but are not limited to, real estate matters, development and/or modernization activities, property sale/acquisition, contracts and procurement, environmental matters, leasing, Landlord/Tenant law, eviction proceedings, landlord contract claims, bankruptcy, and tort claims.
- Represents the Authority, or provides support, in connection with: civil and administrative litigation and proceedings; trials, hearings; mediations; and depositions, as needed. Assists and participates in real estate, business and contracting and procurement negotiations, appeals, and protests.
- Anticipates, identifies and resolves legal issues; assists Authority management in the development of legal strategies and solutions.
- Advises on all aspects of real estate transactions, including acquisitions, dispositions, joint ventures and asset management.
- Interprets and renders advice on laws and regulations that pertain to real property, including housing law, commercial and residential property, development projects, real estate financing and leasing, real estate investment trusts, title issues and searches, escrow arrangements, property management, rights of way and lease disputes.
- Participates in business, operational and strategic decisions, including regulatory and compliance matters.
- Participates in protecting all DCHA departments regarding legal issues and rights; ensures all policies conform to relevant legal standards, and is frequently called upon to review contracts before they are executed;
- Conducts legal research and drafts and reviews discovery, memos, pleadings, and motions;
- Negotiates and drafts documents related to real estate development projects and contracting and procurement, and DCHA business transactions, including intragovernmental business;
- Monitors and supports outside counsel on DCHA legal matters;
- Assists with trial preparations; supervises production of documents for opposing counsel;
- Performs other related duties as assigned.

#### Qualification Requirements:

Juris Doctorate (J.D.) required; and at least five (5) years of progressively responsible and relevant legal experience. Other combinations of education and experience which meet the minimum qualifications requirement may be substituted. Must be a member of the District of Columbia Bar (ability to waive in to DC may be substituted for an exceptional candidate).

**Other Significant Factors:**

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is not** in the Collective Bargaining Unit represented by AFGE Local 2725
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The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

*For consideration please submit your application to:*

**Human Resources Department  
1133 North Capitol Street N.E., Room 222  
Washington D.C. 20002  
Fax # (202) 535-1375**

**DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**