

GENERAL COUNSEL

Under general direction of the New York State Bridge Authority Board of Commissioners and the Executive Director, the General Counsel acts as chief legal advisor to the Chair of the Board of Commissioners, the Authority's Executive Director, Deputy Executive Director and senior leadership team on all legal matters in which the Authority is involved or concerned. It also performs related work as required.

1. ACTIVITY: Acts as legal advisor to the Board Chair on matters related to:
 - Internal governance of the Authority. The incumbent is responsible for all legal and regulatory matters, including but not limited to: procurement, general contracts/third party agreements, environmental, vendor/supplier relationships, management/oversight of external counsel and general litigation, ethics, employment/labor law contracts, negotiations, claims, and policies.
 - Legislation or regulations proposed by or affecting the Authority.
 - Contracts and legal relationships with private and governmental agencies.

2. ACTIVITY: Provides legal services and advice to senior leadership team of the Authority.

TASKS:

- Serves as the senior level advisor on legal issues to the Executive Director, Board of Commissioners and members of senior staff.
- Provides legal expertise and assistance (including research, oral consultation, rendering of written opinions) in the preparation of agreements drawn in connection with the construction, operation, maintenance and administration of the Authority and its facilities.
- Provides analysis when needed on compliance with various applicable statutes and regulations dealing with environmental, civil rights, ethics, labor, health and safety related issues.
- Reviews proposed changes and additions to Authority bylaws, policies, procedures and guidelines for compliance with existing statutes and regulations.
- As needed, provides legal expertise and advice to the Bureau of Labor Relations in the preparation of formal charges against employees in accordance with the provisions of Civil Service Law and provides legal expertise and assistance in the conduct of disciplinary proceedings.
- May negotiate and draft terms of easements, leases, and licenses in the use of Authority property.

- Leads the Authority collective bargaining process, negotiating contracts with all unions, drafting contract language, interpreting agreements and advising all members of senior staff on union-related issues.
 - Plans and recommends legal departmental budget; managing expenditures and reporting on budget variances;
3. ACTIVITY: Acts as liaison with New York State Executive Chamber, Executive branch agencies and public authorities in connection with legal, legislative and regulatory matters in which these agencies and the Authority have a mutual interest.
4. ACTIVITY: Supervises all litigation against the Authority and by the Authority against other parties.
- Supervises the defense and prosecution of all claims, lawsuits and various administrative proceedings involving the Authority.
5. ACTIVITY: Acts as the chief legal advisor in regards to the Authority's legislative and regulatory program.

TASKS:

- Drafts legislation and regulations proposed by the Authority.
 - Provides legal evaluation on bills and regulations affecting the Authority.
 - Acts as liaison with legislative committees and the Counsel and program staff to the Governor.
 - Files rules and regulations for the Authority and acts as liaison to Governor's Office of Regulatory Reform.
6. ACTIVITY: Serve as the Authority's ethics officer
- Provide advice and counsel to the Authority Board and employees regarding ethics compliance, including but not limited to the provisions of the Public Officers Law.
 - Ensure that employees and Board members file financial disclosure statements with the Commission on Ethics and Lobbying in Government.
 - Make determinations regarding outside activities of the Board and employees, gifts, and honoraria.
 - Seek opinions from the Commission on Ethics and Lobbying in Government.

7. ACTIVITY: Serve as the Authority's Freedom of Information Law (FOIL) officer.
 - Review FOIL requests received by the Authority.
 - Review records that are potentially responsive to FOIL requests.
 - Apply any necessary exemptions to responsive records.
8. ACTIVITY: Attend Board meetings and such meetings of committees of the Board, and any other meetings as necessary to perform duties.
9. ACTIVITY: Undertake any additional assignments work that shall be requested by the Authority's Board Chair or Executive Director.

MINIMUM QUALIFICATION REQUIREMENTS

Licensed/registered as an attorney in New York State and in good standing; at least ten years of progressively responsible experience performing highly complex and significant legal work subsequent to admission.

Incumbents shall remain attorneys licensed/registered in New York State and in good standing for the duration of this employment.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent leadership skills.
- Excellent decision-making skills.
- Ability to manage professional consultants and interdisciplinary professional staff in a dynamic and intense work setting
- Ability to perform complex analysis;
- Ability to effectively communicate both orally and in writing as evidenced by the ability to write business legal reports and correspondence Demonstrated ability to analyze, summarize and communicate complex matters to various audiences; (i.e., written reports or policy briefs);
- Ability to work under pressure in a fast-paced environment, both individually as well as collaboratively.
- Ability to respond to inquiries from regulatory agencies, customers, the business community and others.
- Ability to handle long-term and/or complex legal projects with significant financial or other business impact.