
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Staff Attorney

DATE: July 2, 2024

NO. OF POSITIONS: One (1)

HOURS OF WORK: Minimum of 40hrs/week

**LOCATION: BURA Executive Office
920 City Hall, Buffalo NY**

POSITION DESCRIPTION:

The Staff Attorney is a member of the Legal Department of the City of Buffalo Urban Renewal Agency, serving under direct supervision of the General Counsel assisting with legal, operational, and programmatic matters affecting BURA.

Primary duties and responsibilities include representation in the following matters:

- Provides legal representation, opinion and advice relating to land use, environmental compliance, economic development, transactional matters, organized labor and litigation. as assigned.
- Coordinates real property acquisition and dispositions on behalf of the Agency.
- Collaborates with General Counsel and other legal staff on review of construction packages for adherence to HUD regulations; performs underwriting and related tasks as assigned.
- Provide support on Human Resources and labor and employment law matters.
- Assists with Board governance and compliance.
- Other duties as necessary or assigned.

DESIRED KNOWLEDGE AND SKILLS:

- The ideal candidate will have labor law and commercial transactions experience and be able to assist with labor and employment matters.
- Proven superior legal research and writing ability.
- Proven ability to track and manage multiple projects across sectors (affordable housing, affordable housing finance, other housing compliance related activities related to building, buying and rehabilitating housing for rent or homeownership)
- Ability to collaborate across multiple departments.
- Demonstrated business and financial acumen.
- Interest in using a multidisciplinary approach to problem solve in a team environment.

MINIMUM REQUIREMENTS:

- Juris Doctor degree from a law school of recognized good standing.
- Licensed to practice as an attorney in the Courts of the State of New York.
- A minimum of one to two (1 - 2) years related legal experience in either a corporate counsel or private practice position with emphasis on finance, corporate, transactional and/or development law is preferred. Law Clerk experience will be considered.
- HR and labor law experience preferred.

RESIDENCY REQUIREMENTS:

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within ninety (90) days of starting date of employment.

SUBMISSION INSTRUCTIONS:

Cover letter and resume should be submitted by 4:30 pm (EST), July 26, 2024 to Scott C. Billman, Senior Director of Administration and General Counsel at sbillman@buffalony.gov.