

## **FULL TIME POSITION:**

### **Deputy General Counsel Financial Management and Administration**

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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#### **Job Description:**

Under the direction of the General Counsel, the Deputy General Counsel will perform complex legal work, supervise Legal staff, act as liaison with the City Law Department and other offices and advise SBS staff on a variety of legal issues significant to the Agency's operations.

#### **Responsibilities include:**

- Analyzing a broad range of laws and regulations affecting SBS, including Workforce Investment Act, Business Improvement Districts, Waterfront Permitting, and the Minority and Women-Owned Business Enterprise Program as well as federal, state and city funding/contracting
- Research and advise on various government legal issues, including FOIL, labor relations and administrative appeals
- Drafting and analyzing legislation under SBS jurisdiction and in conjunction with the City's Law Department and Legislative Affairs Office
- Reviewing and drafting solicitations and Requests For Proposals (RFPs) and other agreements, forms, policies and other official documents related to SBS programs and ensuring that all documents comply with applicable federal, state and city laws, rules and regulations
- Drafting corporate documents and providing legal counsel and guidance on corporate governance for several affiliated not-for-profit corporations, advisory boards and commissions
- Supervising/Managing Legal staff of attorneys and support staff as needed
- Assisting with special projects as needed

#### **Preferred Skills:**

- Familiarity interpreting federal, state or city laws, rules and regulations and/or government/legislative process.
- Comfortable working in a fast-paced environment and managing multiple projects, assignments and staff simultaneously.
- Outstanding writing and communications skills.
- Experience in drafting contracts, corporate documents, policies, and legislation.
- Familiarity and experience with city procurement requirements.

#### **Qualifications:**

Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

### **How to Apply:**

To apply for this position, email your resume and cover letter including the following subject line:

**Deputy General Counsel** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

### **ALSO:**

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: Deputy General Counsel
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: Deputy General Counsel

**Salary range: \$ 80,000 - \$95,000**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**