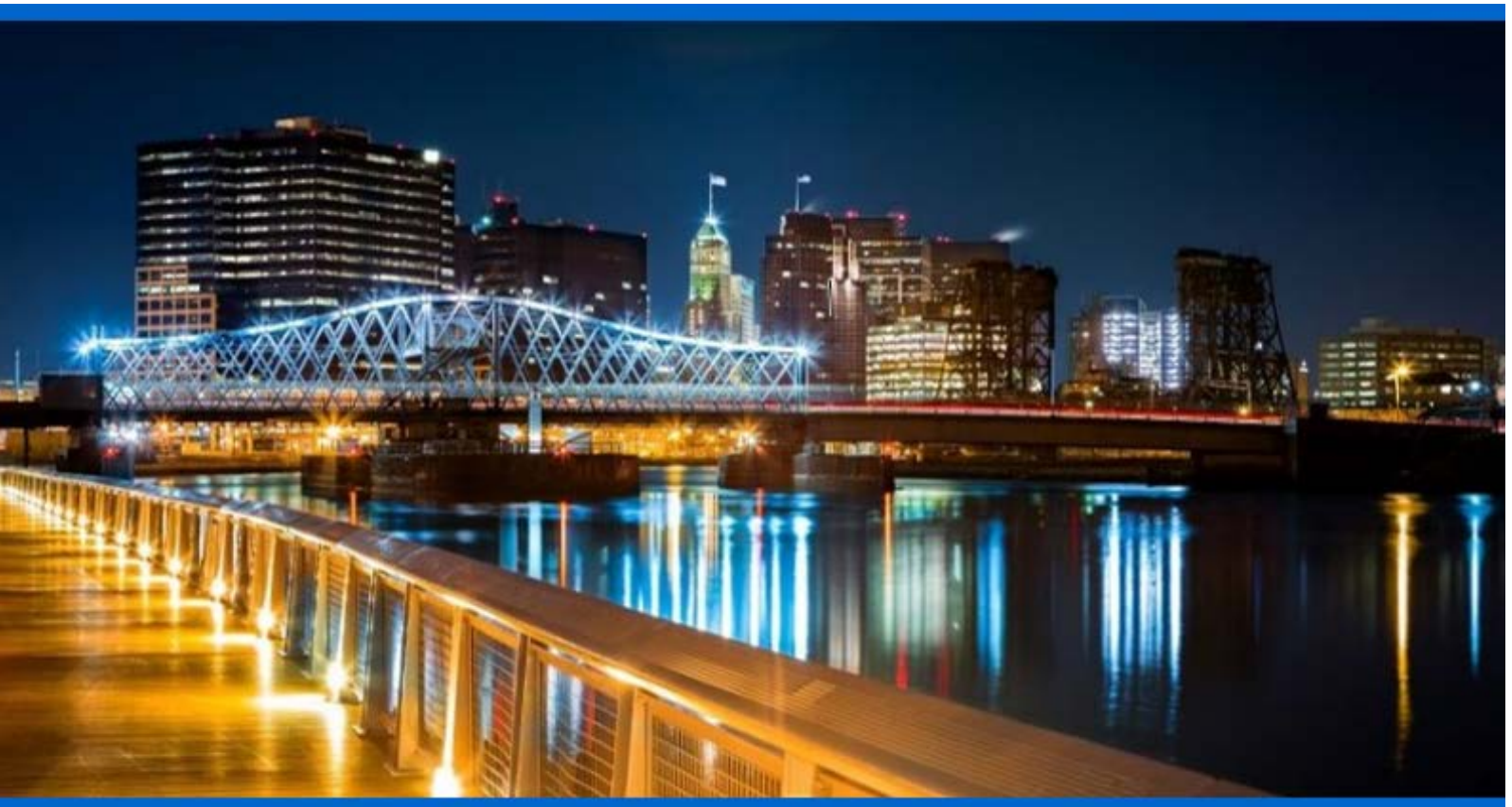




500 Broad Street - Newark, NJ 07102
Tel. (973) 273-6342 - Fax (973) 273-6350
www.newarkha.org

General Counsel Newark, NJ



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

[General Counsel Job Posting](#)

E-mail: NHAJobs@newark.org

Phone: (973) 273-6340

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above

Housing Authority City of Newark

The Housing Authority City of Newark oversees 24 public housing properties, multiple mix income sites, and a rental assistance program with a total client population of over 16,000 families and over 40,000 total residents.

Position Summary

This key leadership position serves as the General Counsel for NHA. This position is responsible for the general administration and management of the Newark Housing Authority Legal Department. This position will oversee all legal functions for NHA and manage the agency's in-house legal staff and outside legal counsel. This position will be responsible for setting the direction and future of the Legal Department and providing legal advice, counsel, and presentations to NHA. The position is a senior Executive Team member, reports administratively to the Executive Director, with a client relationship with the Board of Commissioner.

Essential Duties and Responsibilities

This leadership position is responsible for the coordination, administration and supervision of the legal functions for NHA. The incumbent will serve as a member of the senior Executive Team, providing insight and assistance with implementing NHA's strategic initiatives and maintaining strong interdepartmental working relationships. The incumbent is responsible for providing substantive legal advice and services to NHA on a broad range of issues affecting the agency, including finance, real estate and development, homeownership, loan servicing, intergovernmental relations, and policy, state and federal rental programs, human resources, as well as general corporate and corporate governance matters. The position entails legal, administrative, and policy functions. The incumbent will serve as the agency's Assistant Secretary, with primary responsibilities which shall include preparing and authenticating corporate resolutions, advising the Board of Commissioners on legal matters, and additional duties as determined by the Executive Director. The incumbent will also serve as Ethics Officer for the agency, with primary responsibility for ensuring the agency's integrity and fostering an awareness of ethics laws and obligations. The incumbent will work closely with the Chief Administrative Officer to develop and implement a formal compliance program for the Agency, ensuring NHA's ongoing compliance with applicable federal, state, and local laws and regulations. The responsibilities of this position are essential to preventing and minimizing NHA's risk exposure. The position will lead the development and implementation of legal matters that support NHA's mission, vision, strategic objectives, and core values. The incumbent must have a strong customer focus and communicate with all internal and external customers. Additionally, the incumbent is responsible for fostering and cultivating a high-performing team that supports NHA's goals and values.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Commitment

Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition. This skill is characterized by the following types of behaviors:

- Lead and manage the legal functions of NHA. Coordinate and supervise the activities of the Associate Counsel(s), Legal Assistant/Paralegal, legal externs/interns, and other regular or temporary department staff, as well as the activities of outside legal counsel.
- Provide substantive legal advice, interpretation, and counsel to NHA senior staff concerning finance, human resources, real estate and development, homeownership, loan servicing, intergovernmental relations and policy, state and federal rental programs, public records, procurement, privacy, as well as general corporate and corporate governance matters.
- Provide advice to the Board of Commissioners, Executive Director and senior staff in all legal matters relating to the administration and operations of NHA, including debt financing and housing tax credits, and render opinions when needed.
- Regularly attend meetings of the Board of Commissioners and other committees to provide legal analysis and advice on pending matters, and preparing, reviewing and presenting corporate resolutions for consideration by the Board of Commissioners.
- Provide guidance to NHA's Commissioners, officers and employees in the interpretation and implementation of ethics laws and serve as a resource on ethics questions.
- Monitor and ensure NHA's ongoing compliance with applicable federal, state and local laws and regulations.
- Provide legal analysis and opinions on laws, issues and proposed legislation relevant to NHA and its programs and activities.
- Provide guidance in developing new programs and initiatives, and the creation of relevant form documents.
- Provide representation to NHA in state and federal courts and before administrative agencies and oversee outside counsel involving landlord tenant matters, labor and employment, real estate and loan transactions, public entity, and regulatory matters.
- Responsible for reviewing all agreements, forms, and policies related to NHA programs and ensuring that all documents comply with applicable federal, state, and local laws, rules, and regulations.
- Negotiate, prepare, review, approve, and interpret contracts, real estate and loan documents, and other legal instruments.
- Draft regulations and guidelines for the implementation of laws enforced by NHA.
- Responsible for the preparation and administration of the budget of the Legal Department and oversees the resources of the Legal Department within Agency parameters.
- Responsible for the professional development and management of Legal Department staff.
- Other duties and special projects as assigned by the Executive Director.

Qualifications

- Juris Doctorate (JD) required from an ABA-accredited law school
- Admission to the New Jersey Bar required
- Degree or course work in housing, real estate, finance, public finance, or related fields is highly desirable.
- Minimum twelve years of legal experience in real estate finance, housing, or related field and preferred background in municipal bond financing and/or mortgage-backed securities.
- Minimum twelve years of experience in and a proven record for successfully managing and developing professional employees.

- Extensive knowledge and proven expertise in the relevant legal areas, including tax-exempt and taxable debt issuance and mortgage-backed securities, low-income housing tax credits, real estate / commercial lending/housing law, information security, and employment matters
- Broad knowledge of federal housing programs, laws, and regulations preferred
- Proven understanding of general financial management principles, including experience in managing a budget
- Ability to think strategically with a visionary focus on future growth and stability
- Strong analytical/problem-solving skills, including process analysis and improvement
- Strong ethical decision-making skills
- Proven leadership skills that are collaborative in setting a clear direction and supportive environment to ensure that goals and objectives are met while inspiring outstanding performance
- Complex problem-solving skills using a high level of creativity and ingenuity to drive the agency's operations while understanding and advising on the varying degrees of risk
- Skill in effective listening, communication, and presentation skills where all messages from and to diverse audiences can be heard and/or articulated in layman's terms that inspire a high level of confidence.

Benefits

- Fulltime employees are offered Health, Vision, Dental, Life, LTD, STD, and Rx Plan, benefits after 60 days of employment
- 16 paid holidays
- 15 sick days, 3 personal days, and 12 vacation days- (start date dependent).
- NJ Pension (**PERS**)
- Employee Assistance Program
- MetLife(voluntary)
- Aflac (voluntary)
- Tuition Reimbursement

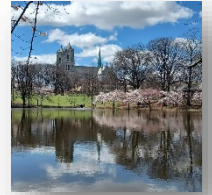
Newark, NJ

Newark locally is the most populous city in the state of New Jersey and the seat of Essex County and the second largest city within the New York metropolitan area.

Newark continues to make headlines for its strides in developing and transforming into a hot spot to live and work. Newark is expanding transportation hubs, parks, and more by investing millions into local infrastructure. Opting for healthy, sustainable growth and fighting Newark gentrification that would displace locals is a top priority for current Mayor Ras Baraka. One innovative solution is Teacher's Village, a hybrid development complex complete with a community learning center, schools, retail spaces, and affordable apartments in the heart of Newark. The city and many other large corporations continue to invest millions of dollars to support Black and Latinx-owned businesses.

Enjoy Newark's Outdoor Recreation

Many of the best free things to do in Newark involve taking in the stunning scenery in the city's numerous parks and green spaces. Check out Mulberry Commons—the newest recreation area and part of the downtown revitalization project—for greenery, a playground, and pedestrian bridge in an otherwise urban Downtown Newark. Experience outdoor fitness classes, movie screenings, tech or author talks, children's programs, and more in Military Park. Escape from the city bustle with 360 acres of lush terrain to hike, bike, or do yoga at Branch Brook Park, the oldest park in the U.S. Play soccer, tennis, baseball, or basketball while enjoying waterfront views at Riverfront Park. Or head to the South Ward to participate in fishing derbies, attend an outdoor concert, monkey around the playground, or tee off on the golf course at Weequahic Park.



Explore Endless Things to See & Learn

Newark is home to several fascinating historical attractions. Visit Cathedral Basilica of The Sacred Heart—a national historic landmark—and view the limestone walls, elaborate stained glass windows, vaulted cathedral ceilings, and French Gothic Revival-style furnishings that make it one of the most beautiful buildings in the city. Tour rotating exhibits featuring artifacts, photos, multimedia installations, and more at the Jewish Museum of New Jersey, which is housed in the Ahavas Shalom Synagogue. Or head over to Thomas Edison National Historical Park and explore the laboratory where countless inventions were created and stroll the grounds and admire the Queen Anne-style architecture of Edison's home.

Appreciate Newark Art & Culture

A vibrant arts scene means there are plenty of interesting things to see in Newark! If you've noticed murals around the city, they're likely curated by Gateways to Newark, a street art project dedicated to beautifying entryways into the city. Are galleries more your thing? See art from around the world, special exhibits like Animal Kingdom, or sculptures in The Garden at the Newark Museum of Art. Discover Contemporary visual art, large installations, and performance pieces curated around inviting discussions on social issues at Project for Empty Space. Visit Gallery Aferro to check out the latest exhibit or attend the monthly poetry open mic. Live music is another staple of Newark culture! Enjoy a variety of performing artists each summer at the Lincoln Park Music Festival, which features everything from jazz and gospel to hip-hop and house music. Or go to the New Jersey Performing Arts Center to see the New Jersey Symphony Orchestra, touring jazz musicians, modern dance master classes, and community lectures.



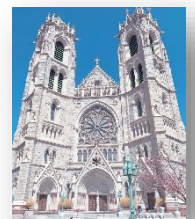
Check Out Newark Attractions for Families

The number of things to do with kids in Newark are endless. Participate in sports like ice skating, swimming, boxing, and more at the Sharpe James/Kenneth A. Gibson Recreation & Aquatic Center. Learn about astronomy through interactive programs at the Newark Museum's Alice and Leonard Dreyfuss Planetarium. Rock and roll with the family at the Branch Brook Park Roller Skating Center. Take yoga classes or sign your little ones up for kids' yoga on Sundays at I'm So Yoga Newark. Or spend the day with the family exploring behind-the-scenes tours, the Treetop Adventure Course, Mini Golf Safari, pony rides, and more at Turtle Back Zoo!



Experience Festivals Throughout the Year

Looking for fun things to do in Newark? There are festivals for every season or interest! Attend the annual Essex County Cherry Blossom Festival with visitors from all over the world for unbeatable natural beauty, live music, fun runs, bike races, a fishing derby, and more at Branch Brook Park. Head to Ferry Street in Ironbound to enjoy Portuguese BBQ Chicken, traditional folk dancing, classical guitar, and more on Portugal Day. See movie screenings followed by forums with screenwriters, historians, and scholars at the Newark Museum Black Film Festival. Take the whole family for live music and African fashion, food, and art from over 200 vendors at the AfroBeat Festival. Or visit the Dodge Poetry Festival—the largest poetry event in North America—for four days of spoken word readings, workshops, Q&As, and more!



Jam to Newark's Jazz

While living in Newark, you'll learn how it became one of the greatest jazz cities in the world. Artists like Sarah Vaughan, James Moody, Woody Shaw, and Wayne Shorter all made their mark on the Newark jazz scene. Today, the Sarah Vaughan Concert Hall—the primary performing area at the historic Newark Symphony Hall—pays tribute to her legacy and hosts musicians, speakers, and film screenings. Experience one of the largest collections of oral histories on jazz, listen to recordings, and explore the archives and research libraries at the Institute of Jazz Studies located at Rutgers-Newark, or pursue your master's degree in Jazz History and Research. Pack a blanket or lawn chairs to enjoy Newark Museum's Jazz in the Garden in comfort each summer. And be sure to support live jazz at cozy, cabaret-style Clements Place each week!



Rock Out at "The Rock"

The Prudential Center (known by locals as The Rock) is home to countless fun things to do in Downtown Newark! Not only do fans of professional hockey come to the indoor arena to see the New Jersey Devils (NHL) play, but they cheer on the Metropolitan Riveters (PHF) here, as well. The ice rink transforms into a basketball court for the Seton Hall Pirates (NCAA) men's basketball team. When there's not a game to watch, national touring acts like Elton John, Cher, Travis Scott, and Fleetwood Mac take the stage. Comedy shows, community events, Disney On Ice, the Harlem Globetrotters, and the McDonald's Gospelfest—a tribute to Aretha Franklin—are all hosted at The Rock, too. Plus, the Prudential Center houses the East Coast Grammy Museum outpost, where visitors can learn the history of some of the winning artists, see a concert simulation, or try their hand at drumming through an interactive learning experience.

Savor International Cuisine in Ironbound

Ironbound has historically been a popular Newark neighborhood for immigrants, especially for those of Spanish and Portuguese descent since the 1960s. Find Portuguese pastries and a daily-rotating menu at Bread Of Life Bakery. Head to Adegas Grill for Salmao Grelhado, Arroz de Camarao, and an extensive wine selection. Get your fill of fresh seafood, including Mariscada, Gambas Grelhadas, and more at Seabra's Marisqueira. Visit Brasilia Grill for endless skewers of traditional Brazilian Fried Chicken, Grilled Chicken Hearts, and Paella Marinera. Eat Lenguado Relleno, Ternera Marsala, or the Paella Valenciana at Casa Vasca. Or enjoy a variety of fresh fruit sorbets, creamy gelato, or one of the many specialty desserts, including tartufo, spumoni, reginetta, and many more at Nasto's Old-World Desserts!

Enjoy a Night Out in Newark

Looking for things to do at night in Newark? The city is full of exciting nightlife! Enjoy a night out full of tapas, paella, sangria, and Flamenco shows at Mompou Tapas Bar & Restaurant. Party all night to a variety of music such as EDM, punk, new wave, and more at QXT's. Sip unique cocktails and margaritas like the Tijuana Punch, El Payaso, and Anything For Selena at Little Tijuana. Enjoy authentic German beer, \$5 happy hour specials, and post-game celebrations across the street from The Prudential Center at Redd's Biergarten. Or grab a pint of Oatmeal Stout, Switch Failure-2, or Foghorn NE Pale at Newark Local Beer, a local craft brewery and taproom.