



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Deputy General Counsel

DEPARTMENT: Legal

DATE POSTED: 06/09/2021

CLOSING DATE: Until Filled

FLSA CLASS: Exempt

SALARY RANGE: PAY Grade G41
\$112,628-\$138,518 (Annually)
\$54.15-\$66.60 (Hourly)

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SUMMARY

Under direction of the General Counsel, performs a wide variety of legal services for the agency. Manages litigation on behalf of the Agency. Interacts with Outside Counsel and In-House legal staff on the course and direction of litigated matters. The Deputy General Counsel will also administer the agency's risk management function. The Deputy General Counsel must be a highly motivated person capable of working independently and in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assists the General Counsel with developing processes and procedures to increase efficiency and to reduce risk; assist with the implementation of strategies to prioritize cases to achieve agency goals.
- Evaluates best practices to maximize project and service delivery.
- Researches, analyzes, develops, and/or provides opinions toward the development of agency-wide policies and procedures to ensure compliance with applicable laws and regulations as directed by the General Counsel.
- Provides legal support to appropriate agency directors and staff in various areas of public housing, public records, labor, employment, procurement, real estate, and contracts law.
- Reviews procurement contracts, bid proposals, and professional service agreements for compliance with standard operating procedures, local, state, and federal laws.
- Attends meetings, hearings, conferences and other official gatherings of HANO as requested by the General Counsel, to provide legal advice on policies and procedures that have potential implications on the Housing Authority.
- Interfaces with HUD Legal Counsel in order to comply with changing regulations and for approval of contracts for outside legal representatives, when requested.

- Assist the General Counsel with the preparation of cases for court or other legal forums in order to assist in the expeditious resolution of said cases.
- Represents agency in important litigation before trial and appellate courts and administrative tribunals.
- Prepares and reviews the preparation and negotiation of contracts, leases, requests for proposals, policy drafting and review, and other legal documents.
- Plans, assigns, and reviews the preparation of briefs and other activities incidental to litigation and other court work.
- Coordinates agency responses to public records requests.
- Assists agency's Section 504 Coordinator with reasonable accommodation matters.
- Consults with Human Resources on employment policy issues.
- Represents agency in all fair housing complaints from federal and state entities.
- Advises Hearing Officer on Section 8 grievance procedures.
- Coordinates and oversees the Agency's hearing process.
- Represents agency in public housing/scattered site evictions.
- Represents agency in EEOC complaints as directed by the General Counsel.
- Assists Compliance Department with case analysis.
- Prepares monthly special reports detailing significant legal activities as requested by the General Counsel and/or Executive Director.
- Directs and supervises litigation and other matters assigned to outside counsel inclusive of review of outside counsel billing details as directed by the General Counsel.
- Supervises and trains Legal personnel as directed by the General Counsel; and interacts with HANO staff and third parties.
- Administers the agency's risk management function.
- Performs other related duties as assigned.

Supervision Received and Given:

- The employee receives work assignments and instructions from the General Counsel. Normally, the instructions are broad and general.
- In unusual situations the supervisor may specify how to accomplish assigned work.
- Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment.
- Normally, the employee plans and carries out routine work activities with minimal supervision and independently resolves problems that arise.
- Instructions to the employee may be general or specific in nature.
- Problems or situations not covered by instructions are usually referred to the supervisor for resolution.
- The employee's work is reviewed sporadically for thoroughness, attainment of objectives, and conformity to organizational policies and procedures.
- The employee makes specific and broad assignments to legal staff as directed by the General Counsel.
- Generally, the employee makes assignments by setting deadlines and priorities, and indicates the quantity of work expected.
- The employee reviews subordinate's work for thoroughness, accuracy, conformity with policies and procedures, and achievement of goals.
- The employee prepares performance evaluations, counsels and disciplines subordinate employees.

Guidelines:

- The employee follows HANO's policies and procedures, HUD regulations, legal resources, and federal and state laws and regulations, in accomplishing assignments. Usually, other guidance provided to the employee is broad and general policy statements.
- Methods for accomplishing routine work are at the discretion of the employee, subject to existing practices and procedures.
- When unusual situations arise, the employee may request guidance from the supervisor.

Complexity:

- Effectively influences actions and opinions of others; and accepts feedback and gives appropriate recognition.
- Includes employees in planning, decision-making, facilitating, and process improvement.
- Takes responsibility for subordinates' activities.
- Provides availability to employees; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); and fosters quality focus in others.
- Improves processes, products, and services; and continually works to improve supervisory skills.

Scope and Effect:

- Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of internal and external customers; responds to the needs of internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.
- Ensures important information is passed to those who need to know.
- Conveys necessary information clearly and effectively orally or in writing.
- Demonstrates attention to and conveys understanding of the comments and questions of others; and listens effectively.
- Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does one's fair share of work.
- 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; and persists despite obstacles and opposition.
- Understands business implications of decisions; demonstrates knowledge of the housing industry; and aligns work with strategic goals.
- Synthesizes complex or diverse information; collects and researches data; and uses intuition and experience to complement data.

Personal Contacts:

- The employee has contact with HANO staff at all levels and with various categories of persons including; General Counsel, Legal staff, Board of Commissioners, Department Heads, attorney court personnel, the general public, residents, business firms, contractors, consultants, insurance agencies, representatives of various social service, educational and city agencies.

- The primary purpose of contacts is to gain clarity, or give information; plan, coordinate, and advise on work efforts; motivate, influence, or direct persons or groups; and to justify, defend, negotiate, or resolve controversial matters or issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Ability to read, analyze and interpret legal documents.
- Ability to manage both complex and routine litigation matters.
- Ability to prepare legal briefs and memoranda and to prepare pleadings to be filed in connection with litigated matters.
- Ability to effectively present information to top management, public groups, and/or board of Commissioners.
- Ability to take ownership and independently handle responsibilities in a reliable, timely and efficient manner.
- Strong supervisory skills including the ability to delegate, and guide/coach as needed.
- Knowledge of legal practices and procedures affecting the Housing Authority and its programs, ability to analyze and interpret laws, regulations, and legal documents.
- Knowledge of federal, state, and local housing, public housing redevelopment, real estate development laws, regulations, and municipal proceedings.
- Ability to strictly meet reporting and compliance deadlines.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong reasoning and analytical skills.
- Must be well-organized.
- Ability to be self-motivated.
- Possess strong organizational skills.
- Possess excellent interpersonal skills.

Education and/or Experience

Juris Doctorate (JD) from an accredited law school is required. Must be licensed to practice law in the state of Louisiana. Must possess at least seven (7) years of related experience and/or training, or the equivalent combination of education and experience. Three (3) years of supervisory experience preferred.

Public housing and litigation experience is highly preferred.

Technical Skills

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research as well as developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Provides direction to people and/or projects by clearly and effectively setting course of action for the department, staff, and tasks; manages the planning, execution, and achievement of department goals by providing regular communication to staff, tenants, and stakeholders.

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 and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and convey understanding of the comments and questions of others; and listens effectively. Demonstrates the ability to develop audiovisual presentations to both internal and external audiences.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does their fair share of work. Complies with procedures and understands the importance of maintaining and managing confidential and proprietary information.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; attends, supports, and participates in all team building exercises and events.

Continuous Improvement and Innovation: Seeks the continuous improvement of technological business processes and services; explores out-of-the-box methods and is open to experimenting with new ideas; uses data, knowledge, and strategic decision-making to generate new and innovative solutions.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; and works well in group problem solving situations. Uses reason even when dealing with sensitive topics and/or irate customers.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; and accepts responsibility for own actions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eye strain from abundant reading, working with computers and other office equipment.
- Requires travel to meetings, conferences, and court proceedings.

- The employee must occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually quiet.

WORK ENVIRONMENT

Work involves the normal risks or discomforts, associated with an office environment, and is usually in an area that is adequately heated, lighted, and ventilated. From time to time, it involves attending community events as a representative of HANO's Legal department.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by those assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.

