

Career Opportunity



Assistant General Counsel

Salary
\$63,918

Department
Executive

Reports to
General Counsel

Closes
Until filled

Position summary

Assist the General Counsel in the representation of THA in a variety of legal matters and handle all legal matters related to Affordable Housing Department and eviction procedures. The Assistant General Counsel is expected to provide accurate, constructive, and timely legal advice and support to the General Counsel and the THA Executive Team through both direct work and effective management of outside Counsel when warranted. This is a generalist role with a focus on the following, but not limited to: contract law, real estate transactions, construction law, urban development, community development, fair housing law, public accommodations, HUD Public Housing Regulations, HUD Section 8 Regulations, forcible entry and detainer, and other related work as assigned by the General Counsel to meet the needs of THA.

- Drafting, reviewing, analyzing, and negotiating contracts, partnership agreements, LLC Operating agreements, vendor or grantee agreements, commitments, notes, mortgages, requests for proposals, intergovernmental agreements, real estate purchase agreements, easements/right of way, commercial and residential lease agreements, asset purchase agreements, equipment lease agreements, design bid build agreements, construction management at risk agreements, confidentiality/nondisclosure

- agreements, releases of liability, Memorandums of Agreement, or other related legal documents;
- The ability to analyze a problem or issue, and propose a viable legal solution or recommended course of action;
- The ability to handle multiple projects or tasks at one time, prioritizing and organizing them in an effective manner;
- The ability to demonstrate deliberate, well-reasoned, and thoughtful decision making and judgment on both business and legal matters;
- Serving as a point of contact and resource for Affordable Housing staff advising on inquiries regarding various litigation and non-litigation legal matters;
- Coordinating and managing outside counsel to obtain litigation services or legal advice for the organization regarding specialty practices of law;
- Assists Housing Operations with evictions, related inquiries, and bankruptcy matters;
- As directed by the General Counsel, completes special assignments and serves on various Agency committees;
- The Assistant General Counsel is expected to be knowledgeable of Oklahoma Rules of Civil Procedure and Oklahoma Rules of Evidence in order to handle court appearances on behalf of the Agency;
- Upon request, researches and reviews THA policies for determination of legal sufficiency;
- Shares and receives information, opinions, concerns, and feedback in a positive and supportive manner;
- Works collaboratively by building rapport and building bridges with team members within the departments, across the organization, and with outside counsel;
- Provides meaningful input into services, programs, processes, and/or organizational effectiveness that leads to increased organizational efficiency;

- Seeks out additional learning opportunities to develop and maintain technical and professional skills;
- Takes responsibility for all work activities and personal conduct in the workplace by following through on professional commitments;
- Demonstrates the flexibility to enthusiastically address a broad range of issues of varying degrees of complexity, and a willingness to learn and work in areas of less familiarity;
- Other related duties as assigned by the General Counsel.

Minimum requirements

- Bachelor's degree in business or closely related area and a law degree from an accredited school of law.
- Must possess a valid license to practice law in Oklahoma.
- Strong Communications skills
- Courtroom experience is preferred.
- Possess valid driver's license.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

THA is an equal opportunity employer.

We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.