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**BUFFALO URBAN RENEWAL AGENCY****NOTICE OF VACANCY**

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**JOB TITLE: Staff Attorney****DATE: October 19, 2020****NO. OF POSITIONS: One (1)****HOURS OF WORK: Minimum of 40  
hrs/week****SALARY: Commensurate with Experience****GRADE: Exempt****LOCATION: BURA Executive Office  
920 City Hall, Buffalo NY**

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**POSITION DESCRIPTION:**

Serves under direct supervision of the agency General Counsel assisting with all legal issues affecting BURA. Representation needs span land use, environmental compliance, economic development, transactional, organized labor and litigation. Provides legal representation, opinion and advice as assigned.

Assists in interpreting regulatory and statutory compliance on behalf of the agency as the grantee of federal funds. Assists in real estate transactions including leases and mortgages and brings a thorough knowledge of legal requirements involved in acquisition and management of real property.

Interviews prospective redevelopers regarding proposed development plans, costs and conformity with city and BURA economic and community development goals; prepares designation documents for approval; negotiates land disposition agreements and other documents for presentation to BURA and Common Council for approval; prepares deeds for closing; negotiates and prepare leases for all other Agency properties; coordinates the activities of appraisers, surveyors, and title searches, takes necessary action to clear title, handle closing and disburse proceeds for the negotiation of land.

Coordinates real property acquisition which includes analyzing appraisals to establish acquisition prices; establishes and recommends re-use values and sales prices for properties and negotiates with property owners. Coordinates residential/commercial relocation activities which includes assisting families and businesses being displaced by acquisition or demolition. Coordinates environmental study and compliance activities. Does related work as required.

**DESIRED KNOWLEDGE AND SKILLS:**

- Proven superior legal research and writing ability.
- Thorough knowledge of New York and federal law related to the representation of not-for-profit corporations and governmental agencies/entities.
- Knowledge and experience with U.S. Department of Housing and Urban Development (HUD) relocation assistance and real estate acquisition desired but not required.
- Ability to collaborate across multiple departments.

**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 practice experience in either a corporate counsel or private practice position with emphasis on corporate, transactional and/or development law is 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), November 2, 2020 to the attention of Scott C. Billman, BURA General Counsel, [via email to info@buffalourbanrenewal.com](mailto:info@buffalourbanrenewal.com). Please Reference Job Posting Code 102020SA.

Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

City of Buffalo Urban Renewal Agency  
65 Niagara Square  
920 City Hall  
Buffalo, New York 14202  
Attention: Scott C. Billman, General Counsel  
Job Posting Code 102020SA