
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Staff Attorney**DATE: April 16, 2021****NO. OF POSITIONS: One (1)****HOURS OF WORK: Minimum of 40hrs/week****SALARY: Commensurate with Experience****GRADE: Exempt****LOCATION: BURA Executive Office
920 City Hall, Buffalo NY****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.

Supervises staff in the evaluation of applications for refinancing; advises and provides assistance to Community Based Organizations in the preparation of loan applications; reviews all aspects of the application for compliance with HUD, City of Buffalo Housing Assistance Program Policies and Procedures, City Ordinances and regulations governing the use of HOME Investment Partnerships Program and Community Development Block Grant funds and other program funds, as appropriate.

The incumbent is responsible for HUD related reporting including the preparation of Annual Action Plan and Consolidated Plan information relating to the programs offered through HOME Investment Partnerships Program and Community Development Block Grant funds and other sources; and the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).

Coordinates the review of technical construction packages for adherence to HUD regulations; performs underwriting, reviews and cosigns progress payment requests for major projects following project manager review ; reviews application for eligibility; establishes formulas to determine loans and grants categories and repayment schedules; coordinates the activities of the Housing Loan Review Committee; assists in the preparation of documents required to support compliance with federal or state regulations; serves as program liaison with HUD, banking institutions and Community Based Organizations, City Agencies and Departments and 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.
- Proven ability to track and manage multiple projects across sectors (affordable housing, affordable housing finance, other housing compliance related activities related to building, buying and rehabilitating housing for rent or homeownership)
- Proven ability to track regulatory compliance

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 related legal experience in either a corporate counsel or private practice position with emphasis on finance, corporate, transactional and/or development law is preferred. Law Clerk experience will be considered.

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), May 5, 2021 to the attention of Scott C. Billman, BURA General Counsel, via email to info@buffalourbanrenewal.com. Please Reference Job Posting Code

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 04162021SA