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## **BUFFALO URBAN RENEWAL AGENCY**

### **NOTICE OF VACANCY**

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**JOB TITLE: Staff Attorney**

**DATE: June 11<sup>th</sup>, 2021**

**NO. OF POSITIONS: One (1)**

**HOURS OF WORK: Minimum of 40hrs/week**

**STARTING SALARY: \$65,000/year plus benefits**

**JOB POSTING: 06102021SA**

**GRADE: Exempt**

**LOCATION: BURA Executive Office  
920 City Hall, Buffalo NY**

#### **POSITION DESCRIPTION:**

The Staff Attorney is a member of the Legal Department of the City of Buffalo Urban Renewal Agency, serving under direct supervision of the General Counsel assisting with legal, operational, and programmatic matters affecting BURA.

Representation needs span land use, environmental compliance, economic development, transactional, organized labor and litigation. Provides legal representation, opinion and advice as assigned.

Coordinates real property acquisition and dispositions on behalf of the Agency. Acts as lead on residential/commercial relocation activities which includes assisting families and businesses being displaced by acquisition or demolition.

Reviews in collaboration with General Counsel and other legal staff construction packages for adherence to HUD regulations; performs underwriting and related tasks as assigned.

The ideal candidate will have a business management, finance, and legal background.

#### **DESIRED KNOWLEDGE AND SKILLS:**

- Proven superior legal research and writing ability.
- 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)
- Ability to collaborate across multiple departments.
- Demonstrated business and financial acumen.
- Interest in using a multidisciplinary approach to problem solve in a team environment.

#### **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), June 25<sup>th</sup>, 2021 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

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 06102021SA