



EXTERNAL JOB POSTING

Job Title: **Deputy General Counsel**
Biweekly Salary: **\$7312 (Step 1) - \$8888 (Step 5)**
\$190,112 (Step 1) - \$231,088 (Step 5)
Final Filing Date: **April 19, 2024 COB**

The San Francisco Office of Community Investment and Infrastructure (OCII or Agency) is seeking an attorney for the position of Deputy General Counsel.

OCII is the Successor Agency to the Redevelopment Agency of the City and County of San Francisco and is responsible for completing various public and private development projects in Transbay, Mission Bay, and Hunters Point Shipyard/Candlestick Point. At full build out, these areas will provide almost 22,000 housing units, 14 million square feet of new commercial space, and over 400 acres of parks. OCII is responsible for implementing enforceable obligations approved by the State of California, funding additional affordable housing to replace units destroyed during urban renewal, as well as winding down and transferring completed assets to the City and County of San Francisco and other parties.

BRIEF DESCRIPTION:

The Deputy General Counsel will draft, negotiate and complete real estate transactions, represent OCII in various proceedings, conduct research and interpret statutes, draft legal documents and opinions, and advise OCII commissioners and staff. The Deputy General Counsel may also exercise direct and indirect supervision of OCII staff who draft and negotiate real estate transactional documents.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Advises OCII management and staff on a wide variety of legal issues; and
- Works with management staff in undertaking real property transactions; applies state and federal laws pertaining to contracts, real property, environmental review, public agencies, public financing, lending, construction, land use; human resources, and ethics; and
- Interprets and evaluates staff reports and commission resolutions; explains and interprets policy; and
- Speaks before groups; interprets OCII objectives, policies, and definitions to others; and
- Negotiates and monitors contracts; prepares correspondence and reports; researches legal issues and prepares legal memoranda and findings; and
- Applies legal methods, practices and procedures in the preparation of cases; and
- Performs other duties as assigned by the General Counsel.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and capabilities would be:

- Significant and progressively responsible experience as a licensed attorney in the areas of affordable housing, real estate and public law including substantial knowledge of federal, state, and local laws governing development.
- A graduate from an accredited law school or the completion of an equivalent program certified by the California State Bar and active membership in the California State Bar is required.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10.50% Classic Employee Contribution; 11.50% for PEPRAs Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED ONLY:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line.

Failure to submit all requested materials by the deadline will result in rejection of the application.