



BOSTON PUBLIC HEALTH COMMISSION

The Boston Public Health Commission, the country's oldest health department, is an independent public agency providing a wide range of health services and programs. Public service and access to quality health care are the cornerstones of our mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly those who are most vulnerable. The Commission's more than 40 programs are grouped into six bureaus: Child, Adolescent & Family Health; Community Health Initiatives; Homeless Services; Infectious Disease; Recovery Services; and Emergency Medical Services. These six bureaus are supported by Public Health Service Centers as well and Administration and Finance.

Job Title:	Assistant General Counsel	Rate of Pay:	\$80,000 to \$85,000 Annual
Dept/Program:	Administration and Finance	Schedule:	Monday to Friday 9-5
Union/Grade:	P4	Supervisor:	
Hours:	35		
Location:	1010 Mass Ave.		

OVERVIEW

This position will serve as a general municipal attorney, handling government contracts, ethics, public records and open meeting law issues. This will not be a litigation position, although support of other counsel handling litigation matters, and investigations may be required from time to time.

ESSENTIAL JOB FUNCTIONS

- Primary contracts attorney for the Health Commission. The attorney will handle the legal review of all Commission contracts, memoranda of agreement, license agreements, construction contracts and other related legal agreements.
- Assists management staff in the development and drafting of BPHC policies, and procedures.
- Researches and drafts memoranda regarding legal issues relating to the BPHC and its employees.
- The position will serve as the Records Access Officer for the Health Commission, coordinating and responding to public records requests in accordance with the Massachusetts Public Records Law.
-
- Reviews ethics and open meeting law issues as assigned.
- Support other counsel with litigation and internal investigations as needed. Work in a confidential capacity.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Juris Doctorate and three (3) years of related work experience with two (2) years general legal experience in related job duties and legal experience preferably with another governmental agency or firm performing municipal work.

Special Qualifications/Licenses/Certifications (if applicable):

Requires good standing as a member of the Massachusetts Bar.

Knowledge, Skills and Abilities:

- Knowledge of the law applicable to job duties.
- Skill in using computers and software related to job duties.
- Skill in conducting research including Westlaw and Internet searches.
- Skill in organizing.
- Skill in writing including creating legal documents.
- Skilled communicator - able to communicate effectively on legal and nonlegal issues with individuals (lawyers and nonlawyers) across the Commission and inter-agency across the City and state.
- Ability to use independent judgment and discretion to make decisions.
- Ability to approach and address problems with an equity lens
- Ability to work well with people and be part of a close-knit team

ADDITIONAL INFORMATION

- City of Boston Residency Required.
- Compliance with the Health Commissions Covid19 Vaccination or Weekly Testing policy.
- A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.
- Any position that requires an advanced degree will be subject to education verification.
- The Boston Public Health Commission is an Equal Opportunity Employer and all applicants meeting the minimum qualifications are eligible to apply.

HOW TO APPLY

- Please visit www.bphc.org/careers to apply for Assistant General Counsel (Municipal) position.
- Resume and cover letter required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.