

The Special Counsel is responsible to provide legal counsel to the Mayor's Office of Strategic Planning and Community Development regarding the administration of Somerville's federally funded Community Development Block Grant Program, federally funded HOME Program and all other matters handled by SPCD. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Knowledge and experience in the following areas of law: real estate in general, ideally with large-scale real estate development experience; design and construction law, including procurement statutes governing designer selection, public works construction, and public building construction; urban renewal; zoning; eminent domain; federal Community Development Block Grant (CDBG) regulations; and state laws regarding the procurement of professional services and the acquisition and disposition of public property.
- Draft legal documents, review and comment on legal documents drafted by others, negotiate documents, including negotiations with developers and state agencies as well as their respective legal counsel.
- Negotiate instruments include development covenants, open space covenants, funding agreements, purchase and sale agreements, land disposition agreements, deeds, easements, restrictions, leases, licenses, permits, backstop agreements, condominium documents, letters of credit, and other documents that are typically part of a large-scale real estate development.
- Knowledgeable about Commonwealth of Massachusetts incentives for real estate development, including District Improvement Financing (DIF), Tax Increment Financing (TIF), and Infrastructure Investment Incentive (I-Cubed) statutes and rules and regulations;
- Knowledge of Massachusetts MPO process for funding state and federally funded transportation projects.
- Draft and review RFP's for economic development/urban renewal.
- Responsible for drafting of Home Rule Petitions and City Ordinances.
- Reviews site assessments and other Massachusetts DEP reports in connection with economic development and park projects and urban renewal active
- The candidate must be articulate, diplomatic, and capable of making presentations to and fielding questions at public meetings, including meetings of the Somerville Board of Aldermen.
- Excellent writing skills are essential.
- The candidate must be able to work independently, without a great deal of direction, and take individual responsibility for prioritizing work in a milieu of constantly competing and frequently urgent demands.
- Common sense, practical wisdom, good judgment, and an ability to work as part of a team and patience in advising

- Advise mayor, aldermen, boards, commissions, department heads and employees on matters specific to their unique responsibilities and circumstances.
- Consults with and assists fellow members of the Law Department.
- Consults with and assists outside counsel.

Recommended Minimum Qualifications:

Education and Experience:J.D. degree; Admission to the Massachusetts Bar; five or more years of responsible public sector real estate development experience, and a valid driver's license.

Special Requirements: Admission to Massachusetts Bar

Knowledge, Abilities and Skill

Knowledge: Knowledge of building and real estate development law and practices.

Abilities: Excellent ability to use office software. Ability to conduct independent research. Ability to read and understand legal documents.

Skill: Excellent writing skills; excellent verbal communication skills; good judgment, common sense, collegiality, problem solving skills, teaching ability and patience.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands

Visual demands include routinely reading documents for comprehensive understanding and for analytical purposes.

Hours: Full-Time

Salary: \$108,243.22 annually + plus benefits