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## **DEPUTY CORPORATION COUNSEL – REGULATORY AND CONTRACTS DIVISION**

### **SUMMARY**

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Regulatory and Contracts. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel, as a point of contact to the various City officials and department heads on a broad variety of contracts, transactional, and regulatory matters, including aviation, environment, and energy.

### **ESSENTIAL DUTIES**

The Regulatory and Contracts division (R&C) has a broad practice area. Division attorneys handle aviation, procurement, environmental and utility regulation matters as well as financing and contracting matters. Pre-litigation and litigation dispute resolution are also handled by division attorneys. Deputy essential duties include supervising, training, and advising the attorneys and staff in their performance of the following functions:

- Handling bond offerings, bank credit agreements, commercial paper offerings and other financings for the airports.
- Representing the airports with respect to a broad range of construction, procurement, real estate, concession, airline use and other agreements.
- Handling Federal Aviation Administration and other regulatory issues for the airports.
- Representing various departments and offices of the City with respect to procurement, intellectual property and other agreements.
- Handling regulatory issues relating to environmental, aviation and other transportation, public utility, telecommunications, privacy, OSHA and other issues.
- Litigating and handling pre-litigation matters relating to these regulatory areas and the transactional areas handled by the R&C Division, such as procurement-related disputes, FAA investigations and environmental enforcement actions.
- Advising on legislative and rule-making matters relating to procurement and other contract areas and the regulatory matters handled by the R&C Division.

### **REQUIREMENTS & QUALIFICATIONS**

- Bachelor's degree from an accredited institution
- Graduation from an American Bar Association accredited law school
- Admission to the Illinois Bar and active Illinois license to practice law
- 10+ years legal and management/executive level experience
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments

## **PREFERRED KNOWLEDGE, SKILLS, ABILITIES**

- Prior transactional experience relating to finance, contracts, and regulatory matters
- Federal, state, and local litigation experience
- Knowledge of federal and state legislation and its impact on City ordinances
- Supervisory and management methods, practices, and procedures
- Administrative adjudication practices and procedures
- Ability to exercise sound judgement and discretion
- General knowledge of City policies, procedures, rules, and regulations
- Skill to plan, organize and implement processes
- Attentive to detail, deadlines and able to communicate information and ideas in writing in a clear and concise manner
- Ability to handle multiple projects and tasks and properly prioritize workflow
- Ability to listen, read, and understand complex information in a short amount of time

## **APPLICATION PROCESS**

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Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: **[lawhiring@cityofchicago.org](mailto:lawhiring@cityofchicago.org)** by no later than 11:59 p.m. on January 31, 2023.

Applications received via email will be the **ONLY** applications considered. Phone calls, or other contacts will NOT be considered. Applications will be considered on a rolling basis.

Salary: \$170,304 annually

All employees of the City of Chicago must be **residents** of the City of Chicago as outlined in Chicago Municipal Code Section 2-152-050. Proof of residency will be required. All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, City ordinances and rules, City Ethics standards, and other City policies and procedures.

**City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

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This posting is for internal and external applicants.

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**Application Closing Date – January 31, 2023.**

*Materials received after the closing date will not be considered.  
Early submission is strongly encouraged as applicants will be considered on a rolling basis.*