

Associate General Counsel

DUTIES AND RESPONSIBILITIES:

The Associate General Counsel, under the direction of the General Counsel and Senior Vice President, and Deputy General Counsel, provides support with transactional matters, legal and administrative compliance, and litigation matters. Supports the General Counsel and Deputy General Counsel to draft and review contracts and ensure the Library's compliance with applicable laws, regulations, and policies.

- Develops, drafts and/or reviews contracts, leases, MOU's, professional service agreements, and other legal agreements on behalf of the Library and the Queens Library Foundation.
- Successfully negotiates contracts for goods and services in the best interest of the organization.
- Drafts construction contracts to meet the Library's capital program needs, including the drafting of pass-through contracts with City requirements.
- Reviews and drafts intellectual property, technology, and related contracts.
- Reviews and appropriately amends standard bid specifications, RFP's, and contracts as needed/required.
- Reviews and interprets laws, statutes, and court rulings to insure Library compliance; reviews and researches proposed legislation and local ordinances to determine potential impact on the organization, and prepares legal memoranda and/or other reports as needed.
- Assists the General Counsel and Deputy General Counsel in litigation matters as required.
- Under the direction of the General Counsel and Deputy General Counsel, drafts and/or reviews legal documents, including but not limited to, litigation documents.
- Responds to FOIL requests, subpoenas, and other requests for records, including collection and review of responsive documents.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- Must be a graduate of an accredited law school with at least 3 years of experience and licensed to practice law in New York State. Incumbent must remain a member of the New York State Bar in good standing for the duration of this employment.
- Experience in a non-profit environment and/or with the drafting and review of public contracts preferred.
- The ideal candidate must have excellent interpersonal skills and must be able to manage numerous projects simultaneously, with minimal supervision.
- Must be well-organized and possess superior written and oral communication skills.
- Must be able to work in a fast paced, demanding environment.

ABOUT QUEENS LIBRARY:

Queens Library is a national and international leader in the delivery of public library service. Innovation and leadership are the hall marks of Queens Library. Our mission is to meet the needs of the community by offering lifelong learning opportunities and ensuring there is a positive impact in the community. Queens Library fulfills its goals by embracing innovation and change. With a history of offering pioneering programs that meet the diverse needs of the most diverse county in the US, Queens Library is a place where innovation and leaders are welcomed. Queens Library is a private non-profit corporation located in Queens, New York and includes 65 service locations with 1,700 employees.

Queens Library is the proud recipient of the following awards: 2009 Library Journal, Library of the Year, 2014 ALA/Information Today, Library of the Future, 2013 ULC Top Innovators, 2013 American-Architect's Building of the Year (Queens Library at Glen Oaks).

TO APPLY: Please email your resume and cover letter to: Employment@queenslibrary.org and reference "Associate General Counsel – EXTERNAL" in the subject line. Resumes will only be accepted by email.

The Queens Library is an Equal Opportunity Employer.