

# General Counsel

Recruitment #23-005306-0001

**DEPARTMENT** West North Avenue Development Authority

**DATE OPENED** 5/18/2023 11:59:00 PM

**FILING DEADLINE** Open Until Filled

**SALARY** \$93,919.00 - \$145,417.00/year

**EMPLOYMENT TYPE** Full-Time

**HR ANALYST** Loni Young

**WORK LOCATION** Baltimore City

## Introduction

The West North Avenue Development Authority for Baltimore City is the economic development agency for the State of Maryland to benefit the neighborhoods of West Baltimore. The Authority initiates and funds comprehensive housing, economic, transportation, and neighborhood development by providing capital grants and low-interest loans to real estate developers, IT, light-manufacturing, and product production business start-ups, and commercial retail entrepreneurs participating in the revitalization of West Baltimore through acquisition, development, and repurposing of vacant, blighted, and abandon residential and commercial properties for economic development.

The goals of the Authority are too:

Create a forum for residents to come together on one comprehensive economic, housing, transportation, and neighborhood revitalization plan for West North Avenue.

Serve as a clearinghouse and resource center for promoting coordination and communication on development opportunities for West North Avenue.

Ensure State and City funds are spent effectively and efficiently for development, and that development is happening in the appropriate way for West North Avenue.

Provide advisory services to State, City and Non-government agencies on planning and development for West North Avenue.

“Initiate” and “Fund” real estate and infrastructure development projects for West North Avenue.

The Authority is a first in the nation quasi-government economic development agency dedicated towards addressing the systemic discriminatory effects of redlining, that is anchored by an HBCU (Coppin State University) and a public arts college (MICA). The authority will become a national model for using unrestricted, creative and alternative funding and financing tools to bring economic equity with parity to marginalized communities while collaboratively engaging with the next generation of thought leaders to address these issues from two of Maryland’s most prestigious academic institutions.

The Authority has presently identified six strategic development zones for single-family homeownership redevelopment, commercial, retail, and restaurant enterprise, and large-scale multifamily market-rate housing, along with the inclusion of trans-oriented development and green-space for parks and recreational activities.

The staff of the Authority will need to be highly advanced in their profession with the ability to make sound and logical independent judgements on programmatic and fiscal matters to successfully implement core duties and responsibilities of their position description.

The West North Avenue Development Authority offers a flexible work schedule, telework, training, advancement and career path opportunities, causal business dress, and a competitive salary. The offices of the agency are currently located on the campus of Coppin State University. All employees of the Authority will benefit from access to the cafeteria and gym facilities on the campus of Coppin State University, along with full reimbursement of an annual campus parking pass and \$50/month for cell phone. The Authority will soon participate in a Live-Near-Your Work program offering \$25,000 - \$50,000 in downpayment assistance to full-time benefits-eligible employees who purchase homes in designated neighborhoods of West Baltimore.

The Authority has plans to rehabilitate a historic B&O railroad building for its offices on a soon to be revitalized commercial and retail Walbrook Mill lumber yard site next to Coppin State University and the Walbrook Mill Food Hall on W. North Ave.

## GRADE

24

## LOCATION OF POSITION

2500 West North Avenue

Baltimore, MD 21216

The position will work out of offices located on the campus of Coppin State University.

#### POSITION DUTIES

The General Counsel/Land Use Attorney (Assistant Attorney General – West North Avenue Development Authority) role entails highly responsible leadership, management and administrative planning, organizing, implementing, and directing legal representation for developing, monitoring, analyzing, and implementing positive impacts on the economic, housing, transportation, and neighborhood redevelopment and revitalization activities in targeted West Baltimore neighborhoods along the West North Avenue corridor using State and City planning, land use, zoning, and tax policies, in partnership with development partners, to assist in the acquisition, planning, financing, and development of vacant, abandoned, and blighted residential and commercial properties.

This is a highly-visible, hands-on professional role, responsible for managing impactful political, business, and community relationships and promoting effective and efficient initiatives to enhance economic development efforts in West Baltimore. Reporting to a Membership Board of state and city elected and appointed officials, business leaders, and community representatives, the individual provides overall management for a team of professionals working to facilitate equitable economic opportunity by building a diverse, vibrant economy; catalyzing job creation, private investment, and revenue generation; supporting existing businesses; promoting the attraction and creation of new businesses; and facilitating real estate and joint development and community redevelopment for West North Avenue.

- Serves as the General Counsel for the Authority providing the Membership and Staff with legal advice on administrative, operational, and financial matters; and economic, housing, transportation, and neighborhood development activities to be initiated, funded, and managed by the Authority.
- Serves as a deputized City Attorney for facilitating *Judicial In Rem Foreclosures* on vacant lots or buildings where the value of the liens exceeds the assessed value of the property on behalf of the Authority in partnership with Baltimore City Department of Housing and Community Development General Counsel staff.
- Drafts and reviews grant agreements, loan packages, developer partnerships, joint ventures, general contractor terms, real estate transaction documents, and all other documents that require legal review before execution by the Executive Director or approval by the Membership.

#### MINIMUM QUALIFICATIONS

**Education:** Law degree from an accredited college or university, and either a Bachelor Degree or Masters in Business Administration with a focus on Economics, Finance or Real Estate.

**Experience:** 5 years of experience as the chief legal counsel to a public agency and nonprofit organization providing advice on real estate development transactions, or 10 years of experience leading real estate transactional activities with a private law firm, public agency, or nonprofit organization.

**Notes:**

1. Candidates may substitute additional professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the related field of work on a year-for-year basis for the required experience and education.

**DESIRED OR PREFERRED QUALIFICATIONS**

*Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.*

1. Experience applying Maryland State and Baltimore City real estate law.
2. Experience employing Baltimore City's "Judicial In-Rem Foreclosure" process.
3. Experience drafting, reviewing and editing real estate transactional documents.

**SELECTION PROCESS**

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible (employment) list for at least one year.

**EXAMINATION PROCESS**

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

**BENEFITS**

**[STATE OF MARYLAND BENEFITS](#)**

**FURTHER INSTRUCTIONS**

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must be provided prior to hire.

Online applications are highly recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to: Department of Budget and Management, Recruitment and Examination Division, 301 W. Preston St., Baltimore, MD 21201. Paper

application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at [Application.Help@maryland.gov](mailto:Application.Help@maryland.gov) or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

**APPLY**