



The City of New York
Office of Management and Budget
255 Greenwich Street, New York, New York 10007

MEMORANDUM

TO: OMB Staff
DATE: April 9, 2025
SUBJ: New Vacancy within OMB

The following is a vacancy within OMB not previously announced:

TASK FORCE: COUNSEL'S OFFICE
JOB TITLE: Attorney
CONTROL CODE: COU-25-01

SUMMARY:

The Mayor's Office of Management and Budget (OMB) is the City government's chief financial agency. OMB's staff of analysts and experts assembles and oversees the Mayor's expense and capital budgets, which fund the services and activities of more than 90 City agencies and entities.

Counsel's Office acts as the general counsel to the Mayor's Office of Management and Budget ("OMB"), providing wide-ranging legal advice and representation on a variety of topics. Topics include, but are not limited to, the New York City (the "City") budget process, debt issuance program, financing of capital projects, contracting and procurement, legislation, conflicts of interest, employment law, and other general legal matters. Counsel's Office is responsible for legal matters relating to the City's issuance of General Obligation bonds, as well as for bonds issued by certain public authorities operated by OMB, including the New York City Transitional Finance Authority, the New York City Municipal Water Finance Authority and the Hudson Yards Infrastructure Corporation (the "Bond Financing Entities").

REQUIREMENTS:

Deputy Counsel (Unit Head) (\$117,935+ Salary commensurate with experience): Juris Doctor (JD) degree from an accredited law school, admission to the New York State Bar, and 2+ years relevant experience, preferably in one of the following areas: corporate governance, corporate finance, capital markets, public finance, contracts.

JOB DESCRIPTION:

Counsel's Office is seeking an experienced transactional attorney, who, under the supervision of the General Counsel, will provide legal advice and representation to the Office of Management and Budget and the Bond Financing Entities, as defined above. The ideal candidate will have previous experience in corporate transactional work or municipal finance. The duties of this position are expected to include, but not be limited to, the following:

Drafting Agency Agreements:

- Assist OMB's Privacy Officer in ensuring agency compliance with City, State and federal privacy laws.
- Draft data sharing, non-disclosure and other agreements as needed, and track all outstanding agreements to ensure OMB compliance.
- Assist in drafting Memorandums of Understanding, Inter-Agency Agreements and other agency related agreements as needed.
- Provide non-legal staff with guidance as needed to ensure compliance with privacy laws and agreements.

Municipal Finance and Corporate Governance:

- Assist in legal matters relating to the issuance of municipal securities by the City and the Bond Financing Entities.
- Aid in drafting primary disclosure and continuing disclosure documents, and in ensuring compliance with outstanding continuing disclosure agreements of the Bond Financing Entities
- Ensure compliance with governing local and federal laws, including the not-for-profit corporation law, public authorities law, and applicable securities and ethics laws, and all reporting requirements thereunder.
- Provide general legal advice and training in the area of corporate governance, contracts, and applicable ethics laws.

E-Discovery Duties:

- Become familiar with the requirements of the New York State Freedom of Information Law ("FOIL"), and relevant caselaw, to aid in responding to FOIL requests.
- Aid in the supervision of attorney responsible for tracking FOIL requests and appeals received by OMB.
- Become familiar with Microsoft 365 and other e-discovery tools used by OMB to gather emails and documents related to New York State Freedom of Information Law (FOIL) requests and other discovery requests.
- Act as liaison between OMB and the City Law Department or other outside counsel in responding to discovery requests; aid in the tracking of and responding to such requests.
- In coordination with the City Law Department, draft and circulate preservation notices related to litigation against or by the City of New York, and gather all documents and emails required to be preserved by OMB staff as part of any such litigation.

Contracts:

- Aid in the drafting, review and analysis of OMB and related Bond Financing Entity contracts and agreements, including vendor agreements.
- Become familiar with City and Bond Financing Entity procurement rules and regulations to ensure compliance, and track proposed changes to such rules and regulations
- Provide legal counsel to OMB's procurement team.

QUALIFICATIONS:

Essential skills include attention to detail, ability to review and synthesize complex legislative requirements, persistence in gathering required information from diverse sources, ability to clearly organize and present complex information, and ability to maintain and adhere to strict deadlines for information dissemination.

TO APPLY:

If you are interested in applying, you must:

- 1) Prepare a brief statement discussing the position you are applying for, why you are interested in the position, and what skills/experience you possess to meet the requirements of the position;
- 2) Prepare an up-to-date resume, including a description of your current position;
- 3) Send your statement, resume, and a sample of your current work to Leena Hussein (Recruitment Specialist) at HusseinL@omb.nyc.gov and Deborah Cohen (Hiring Manager) at Cohend@omb.nyc.gov or apply online [here](#).

THE OFFICE OF MANAGEMENT AND BUDGET AND THE CITY OF NEW YORK ARE INCLUSIVE EQUAL OPPORTUNITY EMPLOYERS COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY

PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

You must be a City resident within 90 days of the date of appointment and you must be legally eligible to work in the United States.