



DEPUTY CORPORATION COUNSEL – FINANCE AND ECONOMIC DEVELOPMENT

SUMMARY

The City of Chicago's Law Department is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Finance and Economic Development (Finance) Division. The successful candidate will serve as a senior member of the Law Department under the direction of the Managing Deputy Corporation Counsel, Transactions, and the Corporation Counsel, as a point of contact to City officials regarding City financial transactions (including bonds, loans and grants), and will oversee a division comprised of 18 attorneys and 5 support staff.

ESSENTIAL DUTIES

The Finance Division is responsible for representing the City in various financial transactions. Finance Division lawyers draft and negotiate agreements and other documents with private and governmental parties, and work to bring such transactions to closing. Finance Division lawyers are also responsible for drafting ordinances authorizing housing, economic development and other City programs. The Deputy supervises administrative issues for the Division, including ensuring adherence by Division personnel of City and Law Department policies. The Deputy's essential duties include the management of attorneys and staff in their performance of the following functions:

- Negotiating and closing multi-family housing loans and tax credits
- Drafting ordinances and redevelopment agreements involving tax increment financing
- Serving as issuer's counsel for the City's general obligation bonds, revenue bonds and multi-family housing bonds
- Reviewing agreements for grants received by the City from governmental and private grantors; drafting and negotiating agreements for grants made by the City to other parties
- Drafting ordinances and other documents with respect to property tax classification incentives, special service areas, enterprise zones and new markets tax credits
- Advising City departments on legal issues under existing agreements, including long-term concession agreements

REQUIREMENTS & QUALIFICATIONS

- Graduation from an ABA-accredited law school and admission to the Illinois Bar, with an active Illinois license to practice law.
- Minimum of ten (10) years of experience as a licensed, practicing attorney with 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

- Transactional experience in public finance and securities or federal tax law
- Knowledge of principles and practices of Illinois tax incentives, tax increment financing and special service areas
- Supervisory and management methods, practices, and procedures.
- Substantive knowledge and prior experience in the areas of economic development and affordable housing
- Experience in closing complex, secured financing transactions
- General knowledge of City policies, procedures, rules, and regulations.
- Experience in supervising outside counsel on complex transactions
- Strong analytical reasoning, negotiation, and oral and written communication skills.
- Exceptional client counseling skills.
- Ability to organize, prioritize, monitor, and control workflow deadlines.
- Ability to identify legal problems relating to client policies or procedures and to construct and propose effective solutions.
- Demonstrated leadership ability and initiative.
- Superior judgment in managing both attorneys and non-attorney staff.

APPLICATION PROCESS

Interested candidates may apply by submitting a resume and cover letter by electronic mail to the following address: lawhiring@cityofchicago.org

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: \$175,416 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.

This posting is for internal and external applicants.

THIS POSITION IS SHAKMAN EXEMPT.

Early submission is strongly encouraged as applicants will be considered on a rolling basis.