



NYCEM

New York City Emergency Management

NYC EMERGENCY MANAGEMENT CITYWIDE JOB VACANCY NOTICE

Civil Service Title: EXECUTIVE AGENCY COUNSEL
Title Code No.: 30087
Salary: **\$109,538 - \$115,919**
Office Title: Director, Legal Affairs
Division/Work Unit: Legal / Office of Chief Counsel
Job ID: 769926
Work Location: 165 CADMAN PLAZA EAST, BROOKLYN, NY 11201
Hours/Shift: 9 – 5/M – F*
Number of Positions: 1

ABOUT NEW YORK CITY EMERGENCY MANAGEMENT

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Office of the Chief Counsel provides legal advice to the agency regarding critical, strategic, legal and policy issues facing the agency, engages in transactional work in support of the NYCEM mission and coordinates with the NYC Law Department, Office of the Counsel to the Mayor, and other local, state and federal counsels regarding various legal issues ranging from emergency events to litigation, which impact the agency. The Office of Chief Counsel is comprised of the Legal Affairs Unit, Disability, Access, and Functional Needs (DAFN) Legal Unit, and the Records Management Unit.

JOB DESCRIPTION

The Legal Affairs unit within the Office of the Chief Counsel provides legal advice to NYCEM executives and staff regarding critical, strategic, legal and policy issues facing the agency which impact the public, engages in transactional work in support of the NYCEM mission and coordinates with the NYC Law Department, Office of the Counsel to the Mayor and City Hall, and other local, state and federal counsels regarding various legal issues ranging from emergency events to litigation, which impact the agency.

We are seeking a skilled and forward-thinking Attorney with expertise in privacy law, data protection, and information technology to join our dynamic legal team. Reporting to the Deputy Chief Counsel, this role provides strategic legal guidance at the intersection of law and technology. The selected candidate will provide Agency units and bureaus with support and legal advice with respect to agency initiatives, policies and programs. Reporting directly to the Deputy Chief Counsel, with wide latitude for independent judgment and un-reviewed action, areas of responsibility will include:

- Attend meetings, conferences, and workshops as required or needed.
- Supervise legal and administrative staff to ensure quality, completeness, and compliance with agency policies and standards.
- Provide timely, accurate legal advice on compliance, contracting, procurement, and related matters.
- Advise on global, federal, and state privacy regulations (e.g., GDPR, CCPA, HIPAA).
- Draft, review, and negotiate technology, SaaS, data processing, and other complex IT agreements.
- Collaborate with IT/MIS, security, and agency units to implement privacy-by-design practices.
- Monitor emerging privacy laws, cybersecurity regulations, and industry best practices.
- Support incident response and data breach investigations.
- Develop and review processes to ensure compliance with local laws, rules, and codes.
- Coordinate with internal teams and external agencies on legal issues, emergency events,



NYCEM

New York City Emergency Management

and litigation.

- Promote interagency cooperation and maintain timely, accurate correspondence.
- Prepare and review legal documents, research applicable laws, and draft explanatory materials for agency and public use.
- Lead special projects and perform administrative duties as directed.
- Serve as acting supervisor during temporary absences.

**PLEASE NOTE THE FOLLOWING:

- The selected candidate will be assigned to an on-call Emergency Operations Center (EOC) team and will be expected to work non-business hours during some emergencies. These non-business hours include nights, weekends, holidays, and extended week hours outside of a 9AM-5PM schedule. The selected candidate will also participate in trainings to build skills and competencies in emergency response; will participate in drills and exercises associated with the on-call EOC team; and may volunteer to assist with Ready NY emergency preparedness presentations to external groups. EOC teams are on call for three weeks at a time, with six weeks off in between.
- **Funding** – This position is supported with a federal Emergency Management Performance Grant (EMPG) through 9/30/2025 with the possibility of an extension; the employee will be responsible for training requirements associated with this grant.
- Candidates must be authorized to work in the United States without employer support to be eligible for selection. Note that NYCEM does not participate in eVerify, which is required for the reauthorization of some visas.
- The selected candidate will be required to be in person in the office location three days per week, with exceptions for extenuating circumstances.
- IN ORDER TO BE CONSIDERED FOR THIS JOB, PLEASE SUBMIT A SEPARATE COVER LETTER IN THE ATTACHMENTS SECTION OF THE APPLICATION PORTAL.

PREFERRED SKILLS

- In order to interview, candidates 3 years of experience in privacy, data protection, and IT law, 12 months of which must have been in the supervision of other attorneys, in an administrative, managerial, or executive capacity, or performing highly complex and significant legal work.
- Strong understanding of cybersecurity frameworks and technology contracts.
- Proven leadership and the ability to demonstrate a history of successful supervision and management of attorneys and legal support staff.
- Ability to develop policy and legal analyses that provide a foundation for emergency planning and initiatives.
- Exceptional organizational, communication, interpersonal and writing skills, as well as, excellent legal research skills, problem solving and analytic skills.
- Strong knowledge and understanding of relevant city, state and federal laws, rules and regulations and the ability to interpret and apply them.
- Experience in emergency management and/or knowledge of New York State Executive Law and the NYC Charter and Administrative Code is strongly desired.
- An informed perspective on applying a racial equity lens in policymaking.
- Excellent judgment and the ability to work independently with little supervision.
- Ability to thrive and work in a fast paced, deadline driven environment.
- Competencies - everyone:
 - **Knowledge** – possesses appropriate subject matter expertise.
 - **Work Ethic and Productivity** – produces consistently high quality, accurate, and on-time deliverables; takes responsibility, is dependable, and accountable, and follows through; is responsive to requests from leadership.
 - **Strategic Problem Solving and Innovation** – is thoughtful and deliberate in approach to solving problems; demonstrates innovation and creative thinking.



NYCEM

New York City Emergency Management

- **Effective Communication** – communication is clear, precise, and timely; understands their audience and display confidence in delivering their message.
- **Teamwork** – encourage collaboration and motivate others; is able to both lead and follow when necessary; is an active listener and consider a broad range of perspectives.
- Competencies – managers:
 - **Strategic Planning** – creates a strategic vision and plan for the unit and communicates a path toward it; ensures unit activities contribute to the articulated vision; aligns the unit's goals with the broader HCM and agency goals.
 - **Decision Making** – demonstrates confidence, decisiveness, adaptability, and good judgement; brings solutions not problems; makes informed, equitable, and sometimes difficult decisions.
 - **Relationship Building** – values and seeks diverse perspectives by demonstrating awareness, sensitivity, and acceptance of cultural differences.
 - **Giving and Receiving Feedback** – delivers specific and growth-centered feedback whenever the opportunity presents; listens and receives honest and open feedback without defensiveness; provides actionable and constructive suggestions, resources, and guidance on how to improve, enhance, or expand efforts.
 - **Communication {to unit}** – Regularly communicates the alignment of individual work with unit and agency goals and how it connects to the broader mission of the agency; creates deliverables that are clear, well-written, appropriate to the topic, and targeted to the audience; models integrity and communicates truthfully and transparently, even when difficult or uncomfortable to do so.
 - **Coaching** – Uses coaching techniques to support staff, helping them develop and enhance skills by demonstrating and working together; encourages staff professional development, working with staff to develop goals and recommending resources for learning; stays connected on tracking progress; recognizes individual strengths, challenges, and styles, and determines how best to support each person with these in mind; creates environment in which staff members feel open to seeking help, guidance, and support from colleagues or managers as needed.
 - **Team Management** – Writes and conducts annual evaluations that include specific examples that demonstrate each individual's progress toward attainment of goals as well as areas for continued growth; monitors and supports staff progress without micro-managing; mediates conflict among staff, negotiating compromises and solutions when conflicts arise; monitors workload and stress levels among staff members, makes efforts to reduce stress levels through flexible work schedules , listening, and redirecting workflows as possible; is well-versed in all agency policies and procedures; seeks guidance to support team members necessary

Studies have shown that women, people of color, and other under-represented groups are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are interested in finding the best candidate for the job and will consider any equivalent combination of knowledge, skills, education and experience to meet qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

MINIMUM QUALIFICATION REQUIREMENTS

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1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar;
or
 3. Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:



NYCEM

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To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To APPLY

Go to <https://cityjobs.nyc.gov/> and search by the Job ID 769926

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: <i>2/13/26</i>	POST UNTIL: <i>FILLED</i>	JVN: <i>17/983/26</i>
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-AN EQUAL OPPORTUNITY EMPLOYER-

Special accommodations will be provided for people with disabilities.