

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

JOB DESCRIPTION

Job Title: Staff Attorney
Department: Legal
Reports To: Deputy General Counsel
FLSA Status: Exempt
Grade: 11
Range: \$82,949.27 to \$99,539.13

POSITION SUMMARY

Assist with providing in-house legal advice and support to the General Counsel, the Executive Director and all MSBA departments on a range of legal issues, including statutory and regulatory compliance, procurement, contract, design, construction, and administrative/public law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Interpret laws, regulations, and opinions; analyze and provide guidance on how they affect the MSBA;
- Assist with the implementation of the MSBA's policies and procedures;
- Assist with drafting, negotiating, and administering the Authority's contracts with vendors and consultants;
- Review and periodically update the MSBA's standard contracts, including funding agreements for districts and contracts for vendors and contractors;
- Review municipal procurement documents and process to ensure compliance with MSBA policy and procedures;
- Draft/prepare funding agreements, certifications, and other documents necessary for the successful administration of the MSBA's grant program;
- Take on a lead role in responding to public records requests and ensuring compliance with the Mass. Public Records Law
- Assist with public law matters, including, but not limited to, the open meeting law and ethics laws;
- Draft and review reports, correspondence, memoranda, legal agreements and other documents;
- Represent the MSBA in meetings with school, district and municipal personnel, owner's project managers and design professionals;
- Assist school, district and municipal personnel in understanding the Authority's regulations, guidelines and requirements;
- Attend meetings of the Board of Directors, Designer Selection Panel and Owner's Project Management Approval Panel, as requested;
- Review Statements of Interests and other documents submitted by school, district and municipal personnel, as requested;
- Conduct research into a variety of legal issues;
- Assist the General Counsel and legal staff with all other MSBA legal matters;

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- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIRED QUALIFICATIONS

- J.D. from an accredited law school.
- Member in good standing of the Massachusetts Bar; or current candidates for admission to the Massachusetts Bar.
- Interest in Massachusetts regulatory law, municipal law, and/or public authorities.
- Proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, and Outlook.
- Excellent verbal and written communication skills, including writing, proofreading and editing skills.
- Strong legal research skills.
- Experience working in a professional office setting preferred.
- Demonstrated ability to gather, analyze, and present complex information in a clear, concise, and understandable manner.
- Mature interpersonal style; ability to interact with a diverse range of people.
- Demonstrated professionalism.
- Must also have the ability to manage multiple projects effectively and efficiently, and the ability to work collaboratively and effectively with senior management.
- Excellent organizational, follow-up, and attention to detail skills.
- Demonstrated ability to think independently, be proactive, and take initiative.
- Ability to work both independently and as part of a team.
- Ability to maintain strict confidentiality
- Knowledge of Massachusetts laws, including M.G.L. Chapters 7C, 30, 30B, 149, and 149A is an asset.

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.