

JOBS ANNOUNCEMENT
CITY OF PORTLAND, MAINE

ASSOCIATE CORPORATION COUNSEL - Healthcare and Transactional Attorney

Corporation Counsel – The City of Portland, Maine’s Office of Corporation Counsel seeks a seasoned transactional attorney with experience working on business transactions for healthcare organizations as well as more general transactional and procurement experience. Portland is Maine’s largest and most dynamic City and boasts a working waterfront, international airport, world class dining and arts scene, and some of the best that Maine has to offer. Based in City Hall, in the heart of Portland’s Old Port, Corporation Counsel’s Office is a fast-paced, close-knit team of attorneys and three support staff working collaboratively to advise the City Council, City staff, and various appointed boards and committees on the full spectrum of issues that arise in and inform municipal government. This newly-configured position will have a decidedly transactional and healthcare related focus. The successful candidate will provide transactional support to the City’s Department of Health and Human Services, which operates Maine’s only municipally-run long-term care facility, as well as a robust public health division, free clinic, and the state’s largest social services division. This position will also support the City’s Fire Department in connection with its provision of EMS services and other City departments through the review, drafting, and negotiation of supplier-facing agreements as guided by the City’s procurement policies. **Primary duties:** Advise the HHS Department, and Fire Department’s EMS operations in general governance and compliance matters, including federal and state HIPAA requirements, licensing, contracting, and other needs. Support the City’s Purchasing Division, and other departments, in connection with bid documents, contracts for the purchase and sale of goods and services, and similar transactional needs. Draft any required legal documents in connection with these duties, including policies, contracts, deeds, etc. Advise elected and appointed officials, as necessary, in connection with the above responsibilities. Manage or support administrative actions or litigation arising out of the above responsibilities. Work as a team player to support other members of Corporation Counsel’s Office in meeting the City’s need for legal services. **Required skills:** Solid working knowledge of HIPAA/HITECH privacy and security as well as local health privacy statutes, managed care contracting, fraud and abuse compliance issues, and health provider licensing. Experience in all stages of drafting and negotiating contracts for goods and services and in the implementation and optimization of procurement policies - ideally from the municipal or other governmental perspective. Ability to work as part of a team, both internal to Corporation Counsel’s Office and with internal City clients. Ability to work independently and to take charge of a project or issue from beginning to end. Strong interpersonal and communication skills, including the ability to effectively explain complex legal issues to staff, elected and appointed officials, and members of the public. Commitment to collaborative problem solving with internal and external stakeholders. **Required education and experience:** Graduation from an accredited law school with a satisfactory academic record. Member in good standing of the Maine Bar and a member or eligible for membership in the Federal Bar. Minimum of three years legal experience, including healthcare and transactional experience. Preference given to Maine municipal and other governmental experience, but not required. Offers of employment are contingent upon the completion of a satisfactory criminal background check. Salary range: \$100,544 to \$123,658 annually, with excellent benefits package.

Deadline for applications for this position is Monday, December 20, 2021.

To VIEW/APPLY for this position please visit our Employment Opportunities page at: www.portlandmaine.gov/Jobs.

City Benefits -

Permanent, full-time employees receive a generous benefits package which includes 13 ½ paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine.

The City of Portland is strongly committed to diversity in its workforce.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

For questions contact Human Resources by email at jobs@portlandmaine.gov or 207-874-8624.

City Job Opportunities Website: www.portlandmaine.gov/Jobs

*****COVID-19 Vaccine Mandate*** As a condition of employment, you must demonstrate proof of being fully vaccinated for COVID-19 prior to start of employment. If you cannot get vaccinated due to a medical condition or a sincerely held religious belief, you may request an exemption as a reasonable accommodation. Failure to provide proof of vaccination will result in your exclusion from employment with the City of Portland.**