

ASSOCIATE CORPORATION COUNSEL

Corporation Counsel Office

The City of Portland's Corporation Counsel's Office is seeking a motivated, experienced, and skilled attorney to join their in-house team that serves as the City's general counsel and advisors. The ideal candidate will have experience advising clients in a variety of transactional matters, including construction and other contracts; real estate deals; technology privacy and security; and similar work.

Position Overview:

Associate Corporation Counsel works with a close-knit team of legal professionals to support the mission-driven work of the City. They assist and advise departments, the City Manager, and the City Council on a variety of legal matters. This particular position would focus largely on transactional matters. This position is expected to be onsite in Portland, Maine, although flexible work arrangements including hybrid options are available.

Primary Duties & Responsibilities:

- Support the City's Purchasing Division and other departments in connection with the negotiation, drafting, and review of bid documents, construction contracts, and contracts for the purchase and sale of goods and services, including IT services, and similar transactional needs.
- Work with the City's IT Department and other City departments on issues surrounding privacy, network security, and technology; address legal and regulatory compliance issues.
- Draft any required legal documents in connection with these duties, including policies, contracts, deeds, etc.
- Draft ordinances for the City Code and rules for City boards and commissions.
- 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 & Experience:

- Graduation from an accredited law school; member in good standing of the Maine Bar; and member in good standing, or eligible for membership in, the Federal Bar.
- At least three years of experience working as an attorney handling complex transactional matters.
- Experience in all stages of drafting and negotiating contracts for real estate, goods, and services.
- Experience 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 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.

Preferred Skills & Experience:

- Municipal legal experience.
- Experience advising on real estate transactions.
- Experience advising on network security, privacy, technology, and HIPAA matters.

Applications accepted until filled.

Offers of employment are contingent upon the completion of a satisfactory criminal background check.

[TO APPLY, PLEASE CLICK HERE.](#)

Salary & Benefits:

This is a non-union position (Grade D65) with a starting annual salary range of \$110,993 - \$124,869.

The City of Portland prides itself on its outstanding benefits and collegial and mission-driven work environment.

City benefits may include:

- Free employee health insurance with the completion of wellness incentives
- Thirteen paid holidays
- Sick, vacation, and personal leave
- Life, dental, vision and income protection insurances
- Choice of retirement plans, including a pension plan
- Use of City recreation facilities
- Discount on professional development programs through USM and Thomas College

If you have questions or need assistance with the application, please email Human Resources at jobs@portlandmaine.gov or call 207-874-8624.

The City of Portland believes that to do our best work, our employees need to reflect the diverse, vibrant community we serve. We are an equal opportunity/affirmative action employer and are committed to celebrating all dimensions of diversity in the workplace. Applicants are considered without regard to race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, veteran status, disability, or any other applicable legally protected characteristics. If you need to request a reasonable accommodation, please call 207-874-8624 or email hinfo@portlandmaine.gov