



# The Housing Authority of the City of San Buenaventura

## General Counsel

### THE MISSION

The Housing Authority of the City of San Buenaventura was founded on September 12, 1949. The mission of the Housing Authority is to provide and develop quality affordable housing for eligible low-income residents of Ventura County and to enhance literacy and education; health and wellness; and job training and employment leading to personal growth and economic self-sufficiency.

To achieve this goal the Housing Authority of the City of San Buenaventura provides family self-sufficiency programs, scholarships and coordinated programs with local partners. The Agency is in an unprecedented period of growing and expanding into new programming areas. We live in a world where “the new normal” is change. New initiatives, technology improvements, staying ahead – these things come together to drive ongoing changes to the way we work. As the agency changes, the General Counsel position plays an integral role in assessing the agency’s organizational and business goals and initiatives and provides advice that reduces legal risks and liabilities.

### THE OPPORTUNITY

Under general direction from the Chief Executive Officer, the General Counsel will lead, guide, and oversee a broad variety of legal activities. Act on behalf of the Authority in matters related to evictions, unlawful detainer litigations, tenancy, planning and land use, property management, contracts, real estate projects, and various other related legal work as required. The position is responsible for regularly exercising independent judgment, discretion and initiative within a general policy framework established by the CEO and Board of Commissioners. This position is expected to be hands-on and currently has part time administrative support.

## KEY RESPONSIBILITIES

- Functions as an integral partner with the CEO's senior leadership team.
- Advises key stakeholders including the Deputy Director-Property Operations on matters concerning tenancy issues and litigation and provides legal opinion on eviction-related issues.
- Supervises case load from receipt of case to resolution, including notices to vacate, complaints, motions, responsive documents and appearance at trials and/or other hearings.
- Works with key stakeholders to define strategic positions and/or defenses and recommends settlements of disputes where warranted.
- Assumes responsibility for general corporate governance, including but not limited to maintaining, updating and ensuring compliance with corporate formation documents and other related filings for the Agency and its affiliated agencies, and providing counsel at Board of Commissioner meetings in conformance with the Brown Act and other applicable regulations.
- Represents the Authority in proceedings before Federal and State courts, mediation and administrative hearings, and/or assists employees in preparation for court appearances including hearings and trials, and arranges and attends depositions.

## QUALIFICATIONS

Knowledge of:

- Legal principles and procedures, including civil and administrative laws and procedures, involving public housing, unlawful detainer, tenancy, planning and land use, property management, contracts, real estate projects, and other litigation matters.
- Methods of legal research, legal writing, legal procedures and processes, including computer research.
- Federal, State, and local laws, states, and ordinances with emphasis on civil, and contract law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation.

- Court procedures and rules of evidence.
- Techniques for effectively representing the agency in contracts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Pertinent State, Federal, and local housing laws and regulations.
- Browns Act and Health and Safety Code.

Education:

- Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:
- High School Diploma **and**;
- Juris Doctor degree from an accredited American Bar Association school of law;
- Licensed to practice law in the State of California and federal court and 2 – 4 years as an attorney practicing law with relevant experience of a public agency.
- Must obtain a Real Estate license within 1 year.

## COMPENSATION & BENEFITS

Salary Range: Bi-weekly **\$3,178.38 - \$3,969.36**. The Agency offers an excellent benefits package, which is located at [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) on the job announcement page for this position.

## IMPORTANT APPLICATION INFORMATION

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs>. You may also download the application, and mail your cover letter, resume and application to Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710.

**The deadline to apply is Thursday, January 10th.**

