



## **General Counsel**

### **ABOUT US**

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

### **JOB SUMMARY**

This is a key leadership position reporting directly to the Chief of Staff. The General Counsel will provide effective legal advice on strategy and implementation to members of the Senior Staff in the Controller's office including, but not limited to, the City Controller; the First Deputy City Controller; the Chief of Staff; the Deputy Controllers for Audit, Pre-Audit, and Investigations; and the Directors of Finance, Policy and Data, and Communications.

### **ESSENTIAL FUNCTIONS**

- Conducting legal research on ways to best implement new policies and strategies to improve the efficiency in the City of Philadelphia
- Researching complex legal issues and providing advice on the legal parameters of the Office of the City Controller.
- Assisting the Deputy Controller of Investigations with conducting investigations into fraud, waste and corruption following the proper legal protocols.
- Acting as Right to Know Officer which entails fielding and replying to Right-to-Know requests.
- Acting as a liaison to, and maintaining a good working relationship with, the City's Law Department.
- Reviewing contracts and other legal documents.
- Any other duties as assigned.

### **COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

- The ability to analyze interpret and apply, the Philadelphia Code and Home Rule Charter.

- Familiarity with the Philadelphia Code and Home Rule Charter preferred.
- Strong problem-solving skills, including the ability to find creative solutions to a variety of circumstances.
- Demonstrated ability to effectively prioritize, delegate and apply strong time management techniques to effectively manage workload.
- Excellent organizational, interpersonal, collaborative and consultative skills; proven ability to multi-task under pressure.
- Experience in successfully managing up and down the chain of command to ensure smooth operations.
- Excellent verbal and written communication skills.
- Demonstrated ability to analyze materials, identify issues of importance, and then deliver the information to a variety of stakeholders.
- An understanding of the inter-workings of a large municipal government.
- Must be a resident of the City of Philadelphia within 6 months of hire.

## **QUALIFICATIONS**

Education: Bachelors and Law Degree required. Must be licensed to practice in PA.

Experience: 5-10 years of relevant work experience, including experience conducting complex legal research.

## **ADDITIONAL INFORMATION**

- **Salary:** Commensurate with experience
- **Working Conditions:** Office environment with moderate noise level.
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Successful candidate must be a city of Philadelphia resident within six months of hire.

## **Did you know?**

- We are a Public Service Loan Forgiveness Program qualified employer.
- 25% tuition discount program for City employees (and sometimes spouses and dependents as well) in partnership with area colleges and universities.
- We offer Comprehensive health coverage for employees and their eligible dependents.
- Our wellness program offers eligibility into the discounted medical plan.
- Employees receive paid vacation, sick leave, and holidays.
- Generous retirement savings options are available.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

## **HOW TO APPLY**

Interested parties should submit a cover letter and resume via email to [controlleropportunities@phila.gov](mailto:controlleropportunities@phila.gov) by February 3, 2020. Please include "General Counsel" in the subject line.