

POSITION: Assistant General Counsel

SALARY: \$114,478.00 - \$184,950.00 Annually

OPENING DATE: 03/16/17

CLOSING DATE: 03/31/17 05:00 PM

GENERAL INFORMATION:

Do you enjoy working with a team of professionals that have a great working relationship? Are you passionate about planning, permitting, environmental compliance and management of environmental liabilities? Does providing legal counsel for the Port in connection with regulatory matters, and obligations as a public entity excite you? If you want a fun, rewarding and interesting place to work and have expertise in preparing and negotiating contracts and leases then the Assistant General Counsel role might be the career you're looking for.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Research, interpretation and review complex legal matters
- Evaluate related factors, assess alternatives, and formulate and recommend a course of action
- Provide legal counsel to Port Staff regarding significant real estate transactions
- Draft Real Property Leases, Sale Agreements, Easements and Deeds
- Prepare and support Port Intergovernmental Agreements
- Provide legal guidance in all other aspects of complex Real Property Transactional documents
- Negotiate contracts, leases, and/or other business transaction documents relating to business matters
- Develop and implement legal strategies designed to reduce potential legal exposure to the Port
- Provide legal counsel, business strategy and negotiation support, and document general business transactions for Aviation, Marine and Industrial Development businesses and properties staff
- Provide counsel on various matters such as filing permits, and public records requests
- Work with outside counsel as needed
- Assist in resolution of legal disputes

MINIMUM REQUIREMENTS:

- Bachelor's degree and Juris Doctorate are required
- Active member of local bar with the ability to obtain standing in the Oregon State Bar promptly is required
- Minimum 5-8 years progressively more responsible experience in providing legal counsel with an emphasis on sophisticated real estate work and general business transactions
- Experience in administrative law, public contracting law and the application of federal laws
- Working knowledge of federal and state laws pertaining to public entities, ports, and airports
- Working knowledge of environmental, natural resources and land use law
- High level of negotiation skills to be utilized in obtaining outcomes for business objectives in complex transactions
- Exemplary oral and written communications skills that effectively document, express information and gain support for business actions
- Demonstrated experience in accomplishing business goals while reducing business risks

SKILLS AND ABILITIES:

- Ability to effectively work with all client groups and stakeholders
- Strong interpersonal and teamwork skills to work collaboratively with all staff
- Skilled at working effectively with adverse counsel, public officials, tenants, customers and vendors.
- Ability to work in an office environment, with occasional travel to off-site meetings and educational conferences.
- Ability to routinely work beyond regularly scheduled hours
- Skilled at working effectively in a complex and diverse work environment
- Ability to demonstrate the Port's commitment to diversity and inclusion

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6539

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www2.portofportland.com/Careers>

Position #00702
ASSISTANT GENERAL COUNSEL
LS

7200 NE Airport Way
Portland, OR 97218
503-415-6000

hrijobapp@portofportland.com

Assistant General Counsel Supplemental Questionnaire

* 1. Do you currently have a Juris Doctorate?

- Yes No

* 2. How many years of experience do you have providing legal counsel with real estate work?

- 4 years but less than 5
 5 - 8 years
 8 years and beyond

* 3. Are you an active member in the Oregon State Bar or have the ability to become a member?

Yes No

* 4. Do you have experience in administrative law, public contracting law and the application of federal laws?

Yes No

* 5. Do you have experience in environmental, natural resources and land use law?

Yes No

* Required Question