

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
ASSOCIATE GENERAL COUNSEL (PROCUREMENT)**

Job Family Salaried

Salary Range: \$119,775.00 - \$191,640.00

Opening Date: April 5, 2019

Closing Date: April 20, 2019

Please Note: All job announcements close at 11:59 p.m. of the day before the posted closing date.

As the Associate General Counsel, you will render authoritative legal advice on complex issues to all levels of Airports Authority management. You will oversee contract litigation counsel in court and, as appropriate, personally represent the Airports Authority in court.

Serves in the Office of General Counsel at the Headquarters Office. Performs detailed legal analyses in a wide range of specific assignments. The areas of legal specialization include, but are not limited to, procurement, aviation-related regulatory matters, public finance, construction, business affairs, employment, public safety, and airport security. Performs related functions.

GENERAL RESPONSIBILITIES

- Provides legal support and guidance in the areas of procurement, contract negotiation and enforcement, and dispute resolution as they relate to commercial programs.
- Participates in the procurement of goods and services, and administration and enforcement of awards of construction and other contracts.
- Regularly advises management on compliance, risk assessment, legal issues, and priorities.
- Advises management on a variety of Virginia common law principles.
- Conducts research into novel and routine legal issues.
- Drafts comprehensive legal memos advising management on a range of issues.
- Analyzes regulations, policy documents, and correspondence for legal sufficiency and to protect the Airports Authority's interests.
- Drafts and files Airports Authority comments on relevant legislative or regulatory proposals.
- Prepares legal documents, pleadings, discovery requests, and answers in litigation and adversarial administrative proceedings in defense of the Airports Authority against other parties.
- Drafts resolutions for consideration by the Board of Directors, as required.
- Advises management when complex legal issues involve competing or conflicting policies and various offices are needed to resolve the issue or on policy matters where sensitive topics are involved.
- Serves as a legal representative on standing and ad hoc committees, as assigned.
- May support the Airports Authority's governmental affairs staff with legal advice.
- Directs and monitors the work of outside counsel on lawsuits.
- As appropriate, coordinates the implementation of court decisions, court ordered actions, and settlement agreements.
- Represents the Airports Authority in adversarial administrative and judicial proceedings. Negotiates or helps negotiate agreements and settlements when in the Airports Authority's best interests.
- Responds to Freedom of Information requests.

- Stays abreast of legal developments.
- May serve as acting General Counsel in that person's absence.
- May provide advice on funding, safety, and security for construction contracts and provide support for capital project financing activities.
- Performs other duties as assigned.

QUALIFICATIONS

- Nine years of progressively responsible experience in the practice of law in the United States.
- Experience providing legal advice and support to an organization's procurement and contracts functions.
- Ability to carry out multiple, complex legal projects concurrently.
- Knowledge of and skill in procurement and contracts law, and at least one more of the following areas of law: aviation-related regulatory matters, public finance, construction, business affairs, employment, public safety, and airport security.
- Ability to synthesize competing interests to achieve a legal solution that respects each program's goals and policies.
- Ability to provide advice that is balanced, current, and practical in a timely manner.
- Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
- Ability to perform complex analyses of data and information and make recommendations.
- Skill in using a computer and modern office suite software.

PREFERRED QUALIFICATIONS

Membership in the Virginia Bar.

Specialized professional legal experience working with public sector organization governed by a board of directors or other governing body, such as other airports, state agencies, or local entities.

EDUCATION

A Juris Doctor (J.D.) Degree.

CERTIFICATIONS AND LICENSES REQUIRED

A state driver's license in good standing.

Membership in Virginia Bar or ability to secure admission to Virginia Bar within six months of appointment/placement in the position.

NECESSARY SPECIAL FACTORS

Membership in the Virginia Bar must be maintained.

Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.

May be subject to job pressures from adversarial circumstances and tight deadlines.

May be required to travel to other cities.

May be subject to adverse weather conditions and dust/grease/dirt when visiting the airports operations area of cleanup sites. Wears personal protective gear, as necessary.

Required to take legal educational courses on a periodic basis to keep abreast of changing laws.

The Metropolitan Washington Airports Authority is an equal opportunity employer.

To Apply: www.mwaa.com/careers