

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General**



ATTORNEY-ADVISOR

**District of Columbia Department of Housing and Community Development
Office of the General Counsel**

Vacancy Announcement #13-072

***Salary range: LS-12/13 \$70,657-\$99,294**

The mission of the DC Department of Housing and Community Development (“DHCD”) is to create and preserve opportunities for affordable housing and economic development, and revitalize underserved communities in the District of Columbia. DHCD focuses on three strategic objectives: (1) preserving and increasing the supply of quality affordable housing; (2) increasing homeownership opportunities; and (3) revitalizing neighborhoods, promoting community development, and providing economic opportunities. To help meet the housing needs of the city’s low- to moderate-income residents, DHCD operates housing loan programs for individuals, developers, and community groups. DHCD also ensures the preservation and maintenance of affordable rental housing by regulating building sales and conversion, administering the Rental Housing Act of 2006 (“Rental Housing Act”), and by enforcing the Tenant Opportunity to Purchase Act (“TOPA”).

DHCD is currently seeking an attorney to become an Attorney-Advisor in its Office of General Counsel to support the Development Finance Division, the Housing Regulation Administration within DHCD and assist the General Counsel with Freedom of Information Act (“FOIA”) requests, processing subpoenas, and other agency administrative and legal matters. The Office of General Counsel is currently made up of a General Counsel, Deputy General Counsel and four other attorney-advisors.

The incumbent will become one of seven attorneys supporting the objectives of DHCD. In particular the incumbent shall: (i) draft and provide legal sufficiency review on grants and loan documents to be used in the administration of federally funded and locally funded housing projects, (ii) structure loan and project workouts, (iii) draft template documents, (iv) draft and review rules and legislation affecting DHCD, (v) handle FOIA requests, and (vi) process subpoenas for documents. The incumbent will also provide legal advice in the enforcement of TOPA, the Rental Housing Act, and the Inclusionary Zoning Act.

The successful candidate must have a law degree and be a member of the District of Columbia Bar or eligible for waiver into the bar within one (1) year of assuming the position. Candidates for this position should have at least 3 years of experience practicing law in the areas of real estate transactions, lending, and/ or affordable housing finance working in a law firm, lending company’s legal office, or with a government agency. Experience drafting and reviewing legislation and rules at the District or Federal government level, knowledge of FOIA, and knowledge of the Rental Housing Act and/ or TOPA is preferred, but not required.

*** Salary in this range will be based on applicable rules, regulations and guidelines.**

This position is within the Collective Bargaining Unit. Candidates for the position may be subject to a background check. The position will be a 13-month term position, with renewal subject to funding. Open until filled. Screening of applications will begin on November 8, 2013.