

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #19-014	POSITION TITLE: SUPERVISORY ATTORNEY ADVISOR (Land Use and Public Works Section Chief)
POSITION GRADE & SERIES: LX-1 Band	SALARY RANGE: \$130,000 – \$155,000 Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.
OPENING DATE: December 7, 2018	CLOSING DATE: December 21, 2018
DURATION OF APPOINTMENT: Permanent	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Commercial Division Land Use and Public Works Section 441 4th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Commercial Division of the Office of the Attorney General for the District of Columbia seeks a Supervisory Attorney Advisor to manage the Land Use and Public Works Section (Section) within the Commercial Division (Division). The Section provides legal assistance to the Zoning Commission for the District of Columbia (Commission) and the Board of Zoning Adjustment (BZA) as well as the Office of Zoning (OZ), which provides technical and administrative assistance to the Commission and the BZA. In carrying out its responsibilities, the Section provides legal assistance in zoning matters as may be requested by the Office of Planning (OP). Lastly, the Section reviews covenants required by the Zoning Regulations.

The Section's work product includes, but is not limited to:

- Draft orders and rulemakings.
- Revisions to draft orders submitted by parties.
- Memoranda of legal advice.
- Emails to the Commission and BZA identifying all legal and procedural issues arising from the cases scheduled for decision at their meetings.

In addition to producing the work product described above, the Section's attorneys attend all Commission and BZA decision meetings, all BZA hearings, and those Commission hearings as determined by the Section Chief in consultation with OZ.

The responsibilities of the Chief include, but are not limited to:

- Supervising the Section's attorney in carrying out the Section's work as described above.
- Establishing deadlines for review of Section attorneys' work product.
- Ensuring that all work product needed before or after Commission and BZA meetings is of the highest quality and provided to OZ in accordance with mutually agreed upon deadlines.
- Working with the Office of the Solicitor General with respect to any petitions for review challenging a Commission or BZA order including reviewing draft briefs and participating in moot courts.
- Maintaining a caseload for applications and petitions that are novel, complex, or have the potential to significantly affect the public or the District government.
- Attending Commission meetings for the above-described class of cases.
- Providing legal advice directly to the Director of OZ, the Commission, and BZA Secretaries, and the OP Deputy Director for Development Review and Historic Preservation.
- Establishing strong and cordial relationships with all participants in the zoning process including the Zoning Administrator, the D.C. Surveyor, members of the private bar, and District citizens and their representatives and advocates.
- Keeping OZ staff informed as to the status of all assignments through order logs or similar mechanisms.
- Responding to inquiries from the Attorney General, the Chief Deputy Attorney General, and other attorneys in the Office of the Attorney General concerning the impact of zoning on their work, and attending meetings as requested by the Attorney General, the Chief Deputy Attorney General, or the Commercial Division Deputy, which may be with high ranking District officials.
- Performing administrative duties including approval of absence requests and time sheets.
- Preparing fair and honest formal and informal performance evaluations of subordinates and providing the Division Deputy with a fair and honest self-evaluation.
- Providing monthly reports to the Division Deputy identifying issues that should be brought to the attention of the Chief Deputy Attorney General.
- Establishing performance goals for the Section consistent with the mission of the Office of the Attorney General.
- Devising and maintaining record keeping systems to generate narrative and statistical reports.
- Performing other duties as assigned.

QUALIFICATIONS: The ideal candidate must have:

- (1) at least one (1) year of land use law experience, a significant component of which must be in zoning;
- (2) working knowledge of the District's zoning regulations or those of a comparable jurisdiction;
- (3) familiarity with administrative law;
- (4) experience appearing before and/or giving legal advice to a rulemaking body or a quasi-judicial body or administrative law judge;
- (5) experience drafting or reviewing draft legislation or rulemakings;
- (6) experience drafting complex legal memoranda or comparable documents;

(7) ability to work in a high stakes environment under extreme time pressure; and

(8) the skills to lead, motivate, coach, organize, and evaluate others.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001. **Interested candidates who previously applied for the Chief of Land Use Section position, advertised as #18-050, need not re-apply; your application will also be considered for this position.**

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form

of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**