



DEPUTY CHIEF LEGAL COUNSEL

Department: Legal
Unit: 5040
Level: 11, Exempt

Supervisor's Title: Chief Legal
Counsel
Supervises: Staff as Assigned

Purpose: Reporting to the Chief Legal Counsel, experienced real estate attorney with emphasis on leasing and transactional matters, providing in-house legal advice to the Massachusetts Port Authority's administrative and operating departments in compliance with Massport's policies and procedures and applicable law.

ESSENTIAL TASKS OF THE JOB:

Oversees legal matters relating to commercial real estate, including real estate development activities and long-term ground leases as assigned by the Chief Legal Counsel. Coordinates provision of legal services for Massport real estate projects and matters. Serves as a point of contact for Massport real estate projects and matters.

Oversees legal matters related to aviation leasing and development. Negotiates and drafts or oversees the negotiation and drafting of various real estate and other complex legal documents, including office and terminal leases, ground leases, contracts, interagency memoranda of understanding, concession agreements, easements, operating agreements, licenses and consulting agreements.

Ability to act as general in-house practitioner capable of addressing and overseeing a variety of legal issues relating to activities of Massport including those set forth above, advise on other procedural and substantive legal matters as directed by the Chief Legal Counsel, and oversee other projects and staff as assigned.

Serves as part of the management team for the Legal Department. Manages and oversees real estate and other attorneys as assigned.

Provides analysis on the legal implications of the Authority's plans, policies, and operations. Reviews and analyzes federal and state law affecting Massport policies and procedures. Prepares memoranda on legal issues relating to the activities of the Authority.

Prepares resolutions and supporting documents related to Board agenda items as assigned.

Manages and works with outside counsel representing Massport on real estate and development projects.

Monitors the legal and regulatory environment in which Massport conducts business.

Completes additional selected projects as assigned by the Chief Legal Counsel.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

J.D. required. Demonstrated knowledge and skills in legal analysis, document drafting, negotiations and administrative, regulatory and constitutional law required.

Experience

Approximately 10 years of complex real estate experience, including experience in commercial leasing, real estate development, finance, environmental matters, and business law in a corporation, public agency or law firm setting with knowledge and skill in complex legal and public policy analysis and previous experience in environmental law and permitting required. Ability to work in fast-paced and changing environment.

UNIQUE EXPERTISE/CERTIFICATIONS/REGISTRATIONS

Membership in Massachusetts Bar.

Ability to pass a Massport controlled substances test and security background checks

WORK SCHEDULE

Ability to work a 37.5-hour workweek. Ability to work additional hours as necessary as workload demands.