

TITLE: Staff Attorney (Program Manager)

LOCATION: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We actively seek to increase the diversity of our workforce and are interested in candidates whose experiences, skills and qualifications support an ongoing commitment to this core quality. We strongly encourage candidates from diverse backgrounds to apply. NEIWPCC is interested in qualified candidates who can contribute, through their work and service, to the diversity and excellence of the office.

JOB SUMMARY: NEIWPCC's focus is on water resources, but also can cover a range of related environmental issues. The incumbent acts as legal adviser to the Executive Committee and Commissioners, NEIWPCC staff, and the public on program issues; provides staff support and serves as a clearinghouse for information.

The position requires expertise in contracts, insurance coverage, construction law, and environmental law. The position requires the ability to provide expert and independent legal advice, both oral and written on a wide range of legal matters.

Duties are performed in the Lowell, MA office with occasional national and regional travel.

PERSONAL CHARACTERISTICS:

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and among partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the "value case" for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

DUTIES: This work is legally intensive and requires review and execution of contracts, handling of issues related to insurance requirements, knowledge of (or ability to learn about) construction and employment laws and regulations. Willingness to learn basics (high-level) of wastewater treatment processes and operations is needed.

Staff Attorney: Provide legal advice to the Executive Director and staff on a broad range of complex issues and protect the legal interests of NEIWPCC while working to advance NEIWPCC's initiatives and policies in cooperation with its state partners.

- Coordinate the legal activities of NEIWPCC with the Executive Director and Senior Staff.
- Supervise the activities of the NEIWPCC contract administration/legal staff.
- Review draft contracts to which NEIWPCC may be a party. Assist other staff with contract negotiations.
- Review bid documents and related contracts for construction projects.
- Research and advise staff on legal matters, as requested.
- Monitor relevant legislation, court cases, and provide summaries, as requested.

- Review and update contracts section of SOP as needed; inform staff of any changes to procedures; provide training to inexperienced staff and refresher training to current staff.
- Participate on NEIWPCC's data security team to assist with compliance of Massachusetts law as related to NEIWPCC's WISP.

Program Manager:

NYC DEP

Oversee NYC DEP Capital Replacement Program and anticipated NYC DEP East of Hudson Contract.

Responsibilities include:

- Supervise NEIWPCC staff in NYC DEP office.
- Review bid documents and related contracts for construction projects.
- Coordinate review and approval of invoices with NYC DEP.
- Gather information from contractors.
- Report on contract deliverables.
- Prepare annual budget and quarterly reconciliation packages.
- Serve as a representative of NEIWPCC in meetings, conferences, advisory committees, and other events, as assigned.

Other Programmatic Work

- Create training materials and/or teaching courses related to the clean water act and legal/ethical issues.
- Provide legal expertise, as requested, on projects throughout NEIWPCC's programs, including potential strategic land acquisition programs.
- May organize workgroup meetings of appropriate state and federal staff. Arrange for meetings, distribute information, chair, or co-chair meetings. Prepare workgroup updates for Executive Committee and Commission meetings, including a weekly legal update.
- Participate in water and wastewater related legal networks areas and engages in professional development, including attending conferences relevant to NEIWPCC's focus, such as NACWA's Clean Water Law & Enforcement Seminar and ACWA's Legal Affairs Committee.
- Assist senior staff on a variety of policy topics and projects including research on legislative issues, legal issues, and other environmental programs.
- Provide legal review of all comment letters representing northeast state viewpoints on rules and regulations, guidance, permits, etc. prior to submission to EPA and other agencies.

Workplans/Budgets/Contracts/Grants:

- Develop work plans, budgets, and contract/grant amendments.
- Track specific budget elements and contracts, including administrative and programmatic conditions.
- Support the fiscal department by providing them with accurate and timely billing information, payments, and purchase orders.
- Assist NEIWPCC staff on interpretation and appropriate application of terms and conditions within individual funding awards and contracts to ensure successful execution of contractual obligations and appropriate use of funds.

Outreach: Maintain appropriate webpages on NEIWPCC website to ensure they are up-to-date and accurate. Provide background materials or author articles for various NEIWPCC, or other, publications. Present work products and programs to stakeholders and the public.

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPCC's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within his or her area of activity. Incumbent consults with Director of Wastewater and Onsite Programs and other staff on certain matters of policy. The Director of Wastewater and Onsite Programs evaluates job performance.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also help build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

REQUIREMENTS:

- Knowledge and understanding of environmental law.
- Knowledge and understanding of contract law and construction law.
- Knowledge of negotiation techniques and strategies.
- Ability to conduct complex legal research and legal writing.
- Ability to address complicated legal issues.
- A valid driver's license and access to own transportation.
- Attendance at the employee orientation and the annual All-Staff Meeting is mandatory.
- This is an in-office position, requiring the incumbent to report to the office or work location for scheduled hours. A partial telework schedule may be permitted after a six-month performance review, depending on work duties and office requirements. Telework schedules are authorized by the Executive Director.

PREFERRED QUALIFICATIONS: Incumbent must have a Juris Doctorate degree from an accredited law school, admission to the Massachusetts Bar and be in good standing. Admission to the New York Bar is a plus. Consideration also given to incumbents able to pass the Massachusetts Bar and be in good standing within 6-months of hire date. Exceptional candidates with less experience and the dedication/willingness to learn are encouraged to apply.

At least five years of full-time or equivalent part-time professional experience in the practice of environmental law, construction law, and/or contracts law, of which at least three years must have been in a professional capacity, and of which at least one year must have been in a supervisory, managerial, or administrative capacity.

SALARY: Salary is dependent on qualifications and experience.

BENEFITS: Generous benefits package provided, which includes: vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.