

Office of the Director (OD)

How to apply: [Visit this website](#) and type 25937 in the search bar

Job Summary

The District of Columbia leads the Washington, DC metropolitan region in affordable housing investments, and the D.C. Department of Housing and Community Development (DHCD) is the lead agency that administers programs and initiatives that deliver affordable housing to low- and moderate-income District households. DHCD's mission is to create and preserve affordable housing and revitalize under-served neighborhoods in the District of Columbia.

This position is located in the DHCD Office of the General Counsel (OGC). OGC provides comprehensive legal services on a wide range of affordable housing development, finance and compliance issues for the programs administered by DHCD. These program areas include the Housing Production Trust Fund, the Housing Preservation Fund, the Low-Income Housing Tax Credit (LIHTC) program (DHCD is the District's tax credit allocating agency), U. S. Department of Housing and Urban Development housing and economic development assistance programs, Inclusionary Zoning, Tenant Opportunity to Purchase Act, District Opportunity to Purchase Act, rent control, homebuyer assistance, condominium structural warranty claims and loan portfolio and asset management.

OGC attorneys represent DHCD in affordable housing finance transactions and property acquisitions and dispositions. OGC attorneys advise the agency on legal issues pertaining to affordable housing policies, programs and initiatives. The attorneys review and draft an array of legal documents for the affordable housing and community development programs DHCD administers.

DHCD seeks an experienced legal professional with significant experience representing clients in affordable housing finance transactions to serve as an Attorney Advisor in the OGC. The Attorney Advisor will represent the DHCD lender in complex affordable housing finance transactions that involve multi-layered financing, LIHTCs, tax exempt bonds and subordinate soft debt. The Attorney Advisor will also represent DHCD in property acquisitions and dispositions. The Attorney Advisor will draft and or review for legal sufficiency an array of documents, including loan documents, affordability covenants, ground leases, acquisition and disposition agreements, memoranda of understanding, grant agreements, solicitations for project funding or development, agency administrative decisions and policies.

Major Duties and Responsibilities

Serves as a senior attorney in the Agency/Office/Division/Section handling the more complex and difficult matters. Reviews various legal documents and relevant case laws to determine whether execution or non-execution of proposed actions is in the best interest of the District of Columbia government. Provides statement of reasons and draft language necessary to obviate objections.

Examines and analyses proposed orders, legislation, and other legal documents from various sources for legal sufficiency, both as to the form and substance of rulemaking decisions. Performs the aforementioned research and provides oral or written opinions resulting from such analysis. Reviews records of hearings, including briefs filed, exceptions taken, rulings made, tentative decisions, as well as reports of findings of fact and conclusions of law. Analyzes same and provides recommendations to

supervisor as appropriate. Prepares memoranda on legal questions and proposals and drafts tentative documents of final decision for consideration by concerned administrative agencies. Consults frequently with officials of various administrative agencies providing advice as to the extent of their legal duties and power.

Qualifications and Education

Must possess a LLB or Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA) at the time of appointment. Applicants must have at least three (3) years of post J.D. professional legal experience. Applicants with at least five (5) years full-time legal experience, advising and representing lenders, developers or investors in complex affordable housing finance or commercial real estate finance transactions are preferred. Specialized experience representing clients in affordable housing finance deals that included LIHTC as a project source is preferred. Preferred applicants should have specialized experience negotiating and drafting real estate finance documents, affordability covenants, purchase and sale agreements, loan modifications and intercreditor and subordination agreements. Experience negotiating and drafting ground leases is preferred. Applicants with an in-depth knowledge of tools used to create affordable housing, to include, affordability covenants, LIHTC, ground leasing, tax abatements and housing vouchers preferred. Applicants must be skilled in interpreting and applying legal principles and must exercise sound judgment in providing advice.

Licenses and Certification

Must be an active member in good standing of the District of Columbia Bar or have the ability to waive in and be admitted within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during his/her employment in the Legal Service.

Work Environment/Conditions

Work is performed in an office environment.

Other Significant Facts

Applicants must submit a legal writing sample in order to be considered for this position.

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: LA-0905-14

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit: This position is in a collective bargaining unit.

Position Designation: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations.

EEO Statement: The District of Columbia Government is an 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, or political affiliation.

