

**Position Title:** Senior Counsel  
**Department:** Executive



**SUMMARY:**

The Senior Counsel will assist the General Counsel and President in carrying out the duties and obligations of the legal department for FWHS. This position requires highly developed decision making and judgment skills. This position provides the General Counsel, senior management and the Board of Commissioners with effective advice on legal strategies and their implementation, manages legal actions for FWHS as assigned by the General Counsel and obtains and oversees the work of outside counsel. The Senior Counsel will manage day to day operations involving investigations, program compliance, litigation, and development activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Serve as key attorney/legal advisor on development transactions, including partnering with third party developers, consultants, and outside counsel to draft and review business and real estate agreements, coordinate regulatory review and approvals with TDHCA and HUD, publish and facilitate public notices, meetings and hearings, and distribute key transaction information to internal and external business partners.
2. Responsible for responding to all Public Information Act (PIA), Freedom of Information Act (FOIA) and Open Records requests.
3. Respond to claims of resident discrimination, including negotiation with third party advocates, drafting formal position statements, and partnering with outside counsel.
4. Review and draft contracts, business formation agreements, memoranda of understanding, and other legal agreements for compliance with all applicable laws and regulations and agency guidelines.
5. Coordinate with executive and management teams on litigation and insurance claims to define a strategic defense, formulate and execute the agency's response and approve settlements of disputes where warranted.
6. Counsel and assist executive staff to ensure that the agency conducts its business in compliance with federal, state and local laws and regulations.
7. Assist in internal and external investigations related to discrimination, human resources disputes, and policy violations.
8. Review and draft contracts, business formation agreements, memoranda of understanding, and other legal agreements for compliance with applicable laws and regulations and agency guidelines.
9. Review and/or prepare procurement contracts, bid proposals, and professional service agreements for compliance with local, state, and federal laws, and assist departments in establishing evaluation criteria for maximum results.
10. Research, analyze, develop, and/or provide opinions toward the development of agency-wide policies and procedures to ensure compliance with applicable laws and regulations.
11. Create and review correspondence and other releases of agency information.
12. Attend Board meetings, Executive Sessions and public hearings as needed.
13. Perform other related duties as assigned and/or required.

**EDUCATION AND/OR EXPERIENCE:**

- Juris Doctorate Degree
- Must be licensed to practice law in the State of Texas and no prior disciplinary actions from the State Bar of Texas within the past three years. Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance.

**SKILLS AND EXPERIENCE:**

- Minimum of seven (7) years of experience as an attorney with a public agency and/or law firm.
- Knowledge of the State of Texas statutes such as but not limited to the Texas Government Code, Texas Business Organizations Code, and Texas Administrative Code.
- Knowledge of legal practices and procedures affecting the Housing Authority and its programs, ability to analyze and interpret laws, regulations, and legal documents.

**EXPLANATION OF HIRING PROCESS:**

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All applications for open posted positions must be submitted via email to [asmith@fwhs.org](mailto:asmith@fwhs.org). We encourage you to visit our website often to view and apply for vacant positions with the agency.