

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Senior Counsel

DATE UPDATED: 5/1/23

DESCRIPTION NUMBER:

EXEMPTION STATUS: Exempt

The Sports & Exhibition Authority (SEA) develops first class sports, entertainment, recreational, and convention venues to benefit Pittsburgh's economy and improve quality of life.

GENERAL: The Senior Counsel is responsible for finding sophisticated legal solutions to a variety of matters, including civil litigation in the areas of tort, employment, land use, and construction law; administrative hearings and appeals; and corporate policy matters. Your work will be a key component in delivering superior in-house legal services. The Senior Counsel reports directly to the SEA Executive Director.

Our ideal candidate for Senior Counsel has:

- A solid track record of first-chair experience handling sophisticated litigation and employment matters for private or public clients, along with a demonstrated familiarity with state or local government and/or administrative law.
- In-house experience working with other lawyers and managing client expectations while aligning competing priorities within a demanding portfolio.
- Experience with counseling clients on general employment matters.
- The successful candidate will also demonstrate a dynamic professional style and a knack for translating technical legal concepts into oral and written communication that connect with the intended audience.

DUTIES AND RESPONSIBILITIES: Main areas of responsibilities include but are not limited to the following:

1. Litigate suits and appellate proceedings in state and federal courts, as well as before administrative agencies, including the Equal Employment Opportunity Commission (EEOC).
2. Draft pleadings, motions, orders, agreements, summaries, correspondence, policies and other legal documents and memoranda.
3. Advise the Authority, Boards, Department Heads and Authority Staff regarding contracts, litigation, mediation, administrative process and appeals, statutory interpretation,

constitutional questions, court orders and opinions, and legislation affecting the Authority's operations.

4. Review for legal sufficiency the following types of documents: contracts, resolutions, memoranda of understanding, settlement agreements, and other instruments.
5. Serve as the Authority's Open Records Officer and respond to all "Right-to-Know" requests.
6. Work independently with limited supervision, exercise good professional judgment, and work well with outside counsel, as well as in-house team members.
7. Complete other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Law degree from a law school accredited by the American Bar Association.
2. Six (6) years progressively responsible experience in the practice of law, including two (2) years of specialized legal experience in land use, legal transactions, civil litigation, administrative litigation, or employment law.
3. A valid license, in good standing, to practice law in the Commonwealth of Pennsylvania and before the United States District Court for the Western District of Pennsylvania, or in another state, subject to attainment of a valid license to practice law in the Commonwealth of Pennsylvania during initial probationary period.
4. A member of the Pennsylvania and Allegheny County Bar Associations and the Association of Corporate Counsel.

SALARY: Negotiable

RESIDENCY REQUIREMENT: Must live or be willing to relocate to Allegheny County

VACCINATION REQUIREMENT: Must be fully vaccinated for COVID 19

REQUIRED DOCUMENTS: Candidates must send their resume with a cover letter and salary requirements to hr@pgh-sea.com