

## Director – Legal & Consulting Services

Port Authority is seeking a Director – Legal & Consulting Services to manage the functions and day-to-day operation of the Legal and Consulting Services Department. Represent and supervise Department attorneys representing Port Authority in litigation, procurement, and real estate matters, and participate with Chief Legal Officer in supervision of Department attorneys representing Port Authority in employment/human resources, tort/litigation, RTK and various other matters. Supervise Department attorneys and staff on completion of assignments in all areas of Authority business and governance. Oversees work product of outside counsel on assigned matters. In coordination with Chief Legal Officer, set annual and long-term Department and Department personnel goals and objectives. Assist Chief Legal Officer with Legal Department budgeting and financial performance matters, as needed.

### Essential Functions:

- Supervises Port Authority’s Legal and Consulting Services Department attorneys and other staff, which includes day-to-day oversight, annual performance evaluations and ensuring attorneys and staff attend required continuing professional education and other internal and external training and professional development programs and courses.
- Represent and supervise Department attorneys in representation of Port Authority in litigation matters in state and federal courts and administrative agencies and bodies.
- Assigns and supervises Department attorneys and outside counsel (with input from Chief Legal Officer on significant outside counsel assignments) to legal matters and cases, including monitoring of case or assignment through review, strategic planning and completion.
- Coordinates and supervises the efforts of Port Authority in matters requiring legal expertise.

### Job requirements include:

- Degree of Juris Doctor from an accredited law school and member in good standing of the Pennsylvania Bar.
- Valid license to practice law in the Commonwealth of Pennsylvania.
- Admission to the courts of the Commonwealth of Pennsylvania and the United States District Court for the Western District of Pennsylvania.
- Minimum of seven (7) years supervisory and practical experience in handling litigation and transactional matters and supervising other legal personnel in completion of same.
- Ability to review and analyze outside counsel and other legal fees incurred by Port Authority.
- Demonstrated knowledge of government contract and procurement law and Pennsylvania’s Right-to-Know Law, with at least five (5) years of experience handling such or similar municipal legal matters.
- Demonstrated knowledge of real estate law, including zoning, land use and/or negotiation of right-of-way related agreements (licenses, easements, purchase and sale agreements, etc.), with at least five (5) years of experience handling such or similar municipal legal matters.
- General knowledge of tort and employment/Section 1983 law, with ability to supervise Department attorneys and outside counsel specialized in handling such matters.
- General knowledge of insurance and re-insurance processes and procedures, including demonstrated ability to supervise internal Insurance Administrator/Risk Manager and work directly with insurance brokers and carriers.
- Demonstrated ability in the use of Microsoft Word, Windows, Office, Teams, Outlook and Westlaw/LexisNexis or similar legal research programs or applications.
- Effective and professional written and oral communication skills.

### Preferred attributes:

- Experience working in an in-house legal department for a Pennsylvania government agency, public transit agency and/or private transportation company, or similar experience serving as outside legal counsel for these types of entities.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Robyn Taylor  
Employment Department  
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Pittsburgh, PA 15222-2527  
[RTaylor@portauthority.org](mailto:RTaylor@portauthority.org)  
EOE