

Associate Counsel – Procurement & Transactional Matters

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit is seeking a Associate Counsel – Procurement & Transactional Matters to Provide proactive and effective legal representation for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) and its officers and employees in a wide range of legal matters, including procurement, contractual and other transactional matters relating to the efficient operation, good governance, and business interests of PRT.

*Please note this is a hybrid position.

Essential Functions:

- Regularly meet and communicate with relevant Division and Department management and staff to provide legal advice relevant to the preparation, revision and/or amendment of various legal documents including requests for bid documents, requests for proposal documents, construction contracts, professional services contracts, contracts for equipment and material purchases, and software licenses/agreements. Participate and assist in negotiations of contract provisions with representatives of third parties. Participate in resolution of bid protests and assist in drafting bid protest decisions and responses.
- Regularly meet and communicate with relevant Division and Department management and staff to provide legal advice relevant to the preparation, revision and/or amendment of various real estate related legal documents and interests, including license agreements, permanent and temporary easements, leases, sales and purchase agreements and deeds. Coordinate and provide guidance and oversight to PRT's contracted real estate consultants in relation to requests for use of or access to PRT property by third parties.

Job requirements include:

- Degree of Juris Doctorate and membership in good standing of the Pennsylvania Bar.
- Valid Pennsylvania License to Practice Law.
- Minimum of three (3) years substantive experience handling procurement, real estate and/or related transactional matters for a large or mid-sized private or public entity or government agency, either in an in-house capacity or in an outside counsel capacity.
- Admission to Pennsylvania State Courts.
- Demonstrated ability to analyze issues and communicate legal advice, both in written and oral form, to non-lawyers.
- Demonstrated ability in the use of Windows, Microsoft Word, Teams, Outlook, and Westlaw software.
- Professional and effective communication skills.

Preferred attributes:

- In-house or outside counsel experience providing procurement, real estate or related general transactional advice and support to a federal, state or local public transit agency or similar municipal entity.
- In-house or outside counsel experience processing and preparing final responses to records requests submitted under Pennsylvania's Right-to-Know Law.
- Admission to U. S. District Court for the Western District of Pennsylvania.



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

Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
@RidePRT.org
EOE