

Assistant City Attorney - Housing

Salary

\$111,823.00 - \$142,046.00 Annually

Location

Suite 2050 Seattle, WA

Job Type

Civil Service Exempt, Regular, Full-time

Department

Law Department

Job Number

2018-01503

Closing

11/6/2018 4:00 PM Pacific

Position Description

The Seattle City Attorney's Office seeks an attorney with substantial experience in real estate finance, lender representation and housing law to join a new Affordable Housing and Community Development practice group. The City of Seattle Office of Housing will be this attorney's principal client contact. Most work will focus on financial transactions that support the production and preservation of income- and rent-restricted affordable multifamily housing, though it is possible that this attorney will also be asked to advise on transactions related to development of for-sale housing as well. Practice areas will include structuring, negotiating, and closing financial transactions for affordable housing production and preservation in a manner that supports stated public policy objectives and protects City investment. This attorney will thus play a critical role in stewarding public funds and addressing the city's housing affordability crisis.

Day-to-day work will involve working closely with the Office of Housing staff and representing the City on all aspects of these real estate transactions, including loan documents that reflect and appropriately secure the City's interests in complex mixed financings. Prior experience working with mixed financings that include low-income housing tax credits, tax exempt bonds, Federal HOME and CDBG funds, and other state and local fund sources is critical to this work.

The Affordable Housing and Community Development practice group is dynamic and fast paced. Attorneys must be comfortable with substantial responsibility. Attorneys advise Office of Housing staff and must be able to think creatively to analyze risks of complicated transactions with multiple players using both private and public funding. We work with elected officials, non-profit organizations, land use planners, and other government agencies whose mission is to increase affordable housing in the city of Seattle. We get to practice the law we most enjoy for a dynamic, world-class city. The Attorney will join a dedicated team of attorneys who combines their passion for

law and social good.

Job Responsibilities

- **Transactions:** Represent the Office of Housing in all aspects of real estate issues, including drafting OH's loan documents and reviewing other parties' loan documents; review of partnership agreements; review of title, survey, and other relevant documents.
- **Analysis:** Analyze risk from a lender perspective in structuring and closing transactions with multiple sources of funds, including low-income housing tax credits (LIHTC program), tax-exempt bond financing, federal CDBG and HOME programs, and various other state and local housing finance programs.
- **Advice:** Provide legal counsel to City policy makers, departmental leadership, and staff on various real estate finance, property and land use issues. Assist in developing and interpreting City laws, regulations, and policy documents governing multiple City programs and fund sources, including the Seattle Housing Levy and proceeds from a variety of other sources, including land use programs such as incentive zoning and mandatory housing affordability.
- **Race and Social Justice:** Collaborative work with clients to bring about social change.

Qualifications

Minimum

- Washington State Bar Membership
- Experience representing lenders in real estate closings
- Experience representing clients on real estate, land use and contracts
- Real estate, community development and housing law counseling experience
- Knowledge of and experience with low-income housing tax credit program and tax-exempt bond financing
- Commitment to the City's Race and Social Justice Initiative

Desired

- Eight or more years of experience in real estate, lender finance, and affordable housing closings
- Experience with all aspects of real estate title, survey and acquisition issues, providing sophisticated, nuanced legal advice to executives and managers
- Experience representing municipalities or other public agencies in real estate matters
- Ability to work collaboratively as well as independently
- Ability to handle a variety of matters simultaneously
- Ability to think creatively and analyze risk in complex real estate transactions
- Excellent research, writing, communication, and interpersonal skills
- Experience evaluating and applying policies and practices related to equity

Additional Information

Please note: The Civil Division of the City Attorney's Office seeks to set salaries based on objective measures of experience. Salaries typically are not subject to negotiation.

In addition to completing the application in its entirety, you must attach a cover letter describing your interest in the position and your relevant experience, a resume, and a writing sample. If any of these requirements are not met, your application will not be considered.