

Position/Title: Assistant City Attorney

Company: City of Houston / Houston Airport System

Position Description

The City of Houston Legal Department is seeking a solutions-focused attorney with a minimum of three years' experience to join the Contracts Section, with a concentration on aviation matters. The attorney must have experience in one or more of the following practice areas: (i) federal airport regulatory compliance, particularly with FAA regulations, (ii) negotiating and drafting moderately complex contracts, (iii) municipal law (preferably Texas), and (iv) public procurement law (preferably Texas). The attorney will support the Houston Airport System department exclusively and must be able to travel within the City of Houston as needed.

Job Requirements

- Minimum of 3 years' experience of aviation law or other law experience at a governmental agency or in a law firm or corporate law department.
- Experience negotiating contracts for moderately complex transactions, including consulting, construction, and other services.
- Working knowledge of general aspects of municipal law and aviation related legal issues.
- Strong interpersonal, communication, analytical, organizational, research, and writing skills.
- Adept at managing multiple transactions and projects.
- Excellent contract negotiation and contract drafting skills.
- Strong academic credentials and licensed to practice in Texas.

Salary Range

\$75,000 - \$101,000

Expiration Date

Posting expires on 05/11/2017

Contact Information; Submission Requirements

Please provide a copy of your current resume, as well as a cover letter that includes your salary requirements. All inquiries should be directed to Mr. Martin Buzak's attention via email at Martin.Buzak@HoustonTX.gov or mail at City of Houston Legal Department, Attn: Martin Buzak, Contracts Section Chief, P.O. Box 368, Houston, TX 77001-0368. No phone calls please.