

Sheila McDonald
Executive Secretary

Gabriel Gnall
Procurement Advisor

William Morgante
Wetlands Administrator

Attorney – General Counsel to the Board

(Administrative Manager Senior I)

Pin: 002425

Salary Range: \$68,959 - \$110,729

Closing Date: Open until Filled

Position Duties:

The Board of Public Works General Counsel position is defined in [12-102\(b\) of the State Finance & Procurement Article, Annotated Code of Maryland](#). Substantive areas of advice include: procurement; legislation; economic development and finance; environmental issues; administrative law, and the regulatory process.

Duties include:

- Provide independent legal advice to the Board, its members, the Executive Secretary, the Procurement Advisor, and the Wetlands Administrator
- Examine procurements subject to Board of Public Works review and make recommendations as to the legal sufficiency
- Assist Procurement Advisor in investigating and responding to complaints
- Advise Wetlands Administrator concerning licenses, regulations, and leases
- Provide legal guidance to procurement agencies based on developments in procurement law
- Draft legislation and regulations
- Liaise with General Assembly and the Office of the Attorney General
- Respond to Public Information Act requests
- Other duties as assigned

Minimum Qualifications:

- Juris Doctor or equivalent degree from an accredited school of law
- Current member of the Maryland Bar
- Three years of experience in the practice of law
- Impeccable communication skills, both written and verbal

Preferred Qualifications:

- Experience in procurement, legislation, real property, economic development/finance, environmental, and administrative law
- Familiarity with various state procedures

Selective Qualifications:

Applicants must submit a resume and cover letter with their application.

Selection Process:

Applicant qualifications will be evaluated based on available information. It is essential for candidates to submit relevant information with a comprehensive resume and exemplary cover letter. Candidates whose qualifications closely match the position requirements will be invited to interview. Candidates continuing through the selection process may be asked to submit writing samples, references, and certificate of good standing in the Maryland Bar. Candidates are also subject to a comprehensive background investigation and determination of legal authorization to work in the United States under the United States Immigration Reform and Control Act of 1986.

To Apply:

Your completed application, accompanied by a resume and a cover letter must be submitted through the State's online employment portal at <http://www.jobaps.com/md>