



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL
PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

Now is the time to join Pennsylvania's team, as Governor Josh Shapiro launches the boldest and most comprehensive economic development strategy in nearly two decades! The Pennsylvania Governor's Office of General Counsel (OGC) seeks an experienced attorney to provide representation and legal advice to the Department of Community and Economic Development's Office of Chief Counsel.

This position is offered as an Attorney 03/04 within the Department of Community and Economic Development's (DCED) Office of Chief Counsel (DCED-OCC) as overseen by and a part of the Pennsylvania Governor's Office of General Counsel (OGC). Salary is commensurate with experience. The workplace is based in the Harrisburg Capitol Complex and allows for a hybrid telework schedule. The successful candidate will be required to work independently, but with supervision of the Chief Counsel.

What You Will Do:

The successful candidate will serve as co-counsel to the Pennsylvania Broadband Development Authority (PBDA). Created by Act 96 of 2021, PBDA will receive \$1.16 billion in federal funding through the Infrastructure Investment and Jobs Act of 2021 to administer competitive grant programs for the expansion of broadband services and connectivity throughout the Commonwealth, ensuring that every Pennsylvanian has access to affordable, high-speed internet. The successful candidate will be required to exercise a high level of independence when providing advice and counsel in the following areas:

- Serving as primary liaison with the National Telecommunication and Information Administration (NTIA).
- Advising PBDA on federal and state telecommunications laws and regulations, digital equity, and broadband infrastructure matters.
- Developing and implementing grant programs for distribution of this historic level of federal funding.
- Ensuring that all federal compliance parameters are met and that the grant funds are disbursed in accordance with all federal deadlines.
- Providing legal advice on administrative and contract law issues as well as advising on general board governance principles, Sunshine Law requirements, and Right-to Know Law issues.
- Interpreting and advising on Commonwealth laws, policies, and procedures related to contracting, procurement, and grant administration.
- Proofreading the written work product of the PBDA program office for organization, consistency, and legality.
- Developing templates and guidelines for the various grant programs being established with the goal of clarity, conciseness, and the reduction of legalese.

What We Are Looking For:

Experience with broadband, telecommunications, and administration of federal programs is highly preferred. This includes experience related NTIA grant programs involving broadband access or implementation. This position requires expert written and oral communications skills, the ability to prioritize competing demands, attention to detail and accuracy in a fast-paced working environment, the ability to

work under pressure and provide excellent work product under tight time constraints, exceptional interpersonal skills, and an ability to foster trust and respect, including creating collaborative and responsive working relationships with colleagues across state and federal agencies, clients, PBDA board members, and the general public.

Why Join OGC?

At OGC, you're not just practicing law—you're shaping the future of Pennsylvania. We offer a career filled with purpose, opportunities for professional growth, and the chance to make a difference. Here's what you can expect:

- **Comprehensive Benefits:** Top-tier health care options, retirement plans, and generous paid time off.
- **Work-Life Balance:** Excel in your career while having the time to enjoy your personal life.
- **Continuous Learning:** A supportive culture that fosters ongoing professional development and advancement.

Joining our team means being part of a respected institution dedicated to legal excellence and public service. To learn more about OGC's mission and what it is like to be part of the OGC team, visit our website, at www.ogc.pa/careers.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Active membership in good standing with the Pennsylvania Bar.

Apply Today!

Interested attorneys should send a cover letter setting forth interest in this position, resume, and writing sample (no more than ten pages) **not later than November 22, 2024** to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101. Applications will be reviewed on a rolling basis.

OGC is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.