



Gans, Gans & Associates
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ABOUT

Mission driven since 1974, the Housing Opportunities Commission of Montgomery County (HOC) is the county's largest provider of high-quality, amenity-rich, affordable housing to low- and moderate-income households. As Montgomery County, Maryland's designated Public Housing Authority (PHA) and Housing Finance Agency (HFA), HOC serves nearly 14,500 renter households, owns nearly 7,000 rental units and has provided mortgages to nearly 1,300 first-time homebuyers. As an HFA, HOC has also financed over 3,400 affordable units for other developers and maintains a pipeline for expanding and redeveloping its own housing portfolio into the future.



In its capacity as a PHA, HOC acts as a developer and administers the Department of Housing and Urban Development's (HUD) Housing Choice Voucher program, as well as other federally funded rental programs. The nearly 7,000-unit portfolio is comprised of subsidized and unsubsidized affordable units, tax credit as well as market rate units. By Spring 2018, however, HOC will no longer operate the Public Housing program. The agency also issues bonds for its own multi-family transactions and affordable housing development by other entities. Because of its combined status as an HFA and PHA, the agency is able to create a path to homeownership for customers by providing mortgage loans to qualified first-time homebuyers.

Since the 1980s, HOC has been at the vanguard of using public-private partnerships to meet low-income housing needs. As a condition of tax exempt financing, HOC has always required private developers to provide affordable units in their property – usually at a level that exceeds federal or local requirements. In the face of greater housing demand, **over the last five years, HOC's development and investment activity has been aggressive.** Investing over \$230 million dollars to reposition its real estate assets. The agency continues to innovate in the affordable housing development space, has increased both the quality and quantity of affordable housing in Montgomery County and won national recognition for having done so. In 2017, the National Association of Local Housing Finance Agencies (NALHFA) presented HOC with its Innovation in Multi-Family Finance Award

MISSION

The Mission of the Housing Opportunities Commission is to provide affordable housing and supportive housing services that enhance the lives of low- and moderate-income families and individuals throughout Montgomery County, Maryland so that:

- No one in Montgomery County is living in substandard housing;
- We strengthen families and communities as good neighbors;
- We establish an efficient and productive environment that fosters trust, open communication and open respect.
- We work with advocates, provides and community members to maintain support for all the work of the Commission.

Position Summary

The Housing Opportunities Commission of Montgomery County is one of the nation's preeminent public housing and housing finance agencies at the forefront of financing, developing, and preserving affordable housing. HOC is seeking a Real Estate/Transactional Attorney to join its innovative and dedicated team to work on affordable housing transactional, regulatory and policy legal matters. In addition to working with the HOC team, this candidate will work with outside developers, general contractors, architects, management agents, and government entities on all types of legal issues relating to the affordable housing mission.

The person in this position must possess an ability to work independently with minimal supervision and will initially report to the Executive Director but may subsequently report to the General Counsel.

Examples of Essential Duties

- Provide legal analysis, advice and guidance on a variety of complex real estate and transactional issues including, but not limited to: acquisition, disposition, leasing (unit, master, ground, space leases), conveyance, procuring title insurance, development and financing of real property; financing of real property using a variety of debt (conventional, tax-exempt, local and state) and equity instruments; ownership of real estate by government, private entities, joint ventures, condominium structures, and fee simple; compliance of real estate with the U.S. Department of Housing and Urban Development (HUD), state and local regulations environmental regulations; and compliance with state and federal hazardous waste laws.
- Draft documents as needed for any of the activities described above. Provide supervision, advice and guidance for Paralegals and Administrative staff as well as manage outside counsel activities.
- Provide legal advice and research services in addition to assisting in the review, drafting and negotiation of legal documents, board policies and resolutions, and advising staff members on compliance of applicable laws and regulations.
- Structures, drafts and negotiates agreements, manages outside counsel, and counsels internal business clients on:
 - Construction agreements;
 - Development agreements;
 - Deeds, leases, easements;
 - Purchase and sales agreements;
 - Procurement contracts; and

- Other commercial transactions, ranging from standard contracts to complex, high-dollar-value transactions.
- Provides day-to-day business and real estate law counseling; identifies opportunities for and implements process improvements; administers and resolves legal issues that arise in existing commercial relationships; and handles pre-litigation legal disputes and inquiries.

Knowledge, Skills and Abilities

- Knowledge of Maryland real estate law, commercial lending, business entities, real estate loans, real estate transactions, and familiarity with related documents.
- Familiarity with federal laws and regulations with respect to the Public Housing and Housing Choice Voucher Program and local government practices.
- Ability to work independently when required, but also an ability to work well within a team dynamic team and communicate well with the General Counsel.
- Ability to represent the Commission in administrative, legislative and other public hearings.
- Ability to provide advice to staff on all legal matters relating to its operations and programs, interpret laws, regulations and Court decisions, and be able to prepare advisory opinions on these matters.
- Ability to work under pressure and perform efficiently with time-sensitive matters.
- Familiarity with federal laws and regulations with respect to the Public Housing and Housing Choice Voucher Program and local government practices.
- Understanding of Articles 12 and 16 of the Housing & Community Development Article as it applies to the Commission in order to appropriately apply the powers and functions of the agency.
- Familiarity with the requirements for the issuance of various types of tax exempt bonds including public information requirements (TEFRA).
- Strong and ethical decision making, analytic, organizational, writing, negotiation and verbal communication.
- A positive attitude, willingness to work hard, diligence and thoroughness.
- Strong and effective customer service, interpersonal, leadership and organizational skills.
- Flexibility and an ability to learn quickly in a dynamic environment.
- Motivated self-starter with stellar academic and work credentials, super communication, writing and research skills, and the ability to thrive in a fast-paced environment.

Minimum Qualifications

Education

- A Juris Doctorate degree from an accredited law school and licensed to practice in Maryland (in good standing).

Experience

Required

- At least three years of post-qualification legal experience as a real estate and/or transactional attorney.
- Demonstrated strong experience with and knowledge of accepted practices and procedures used in reviewing title work, surveys, zoning ordinances and insurance certificates and policies.

Preferred

- Experience working on multifamily projects, tax credit projects, and affordable housing legal documentation.
- Three to eight years of experience in real estate transactional work and a strong commitment to housing issues.
- Experience with low-income housing or new markets tax credits, litigation (particularly tenant/landlord matters), government relations, and/or administrative law (including land use/zoning matters).
- Prior experience as an in-house attorney for a company in the housing and real estate industry.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Phone: (813) 986-4441 ext. 7116

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Should you have any questions in consideration of your own interest or a referral of a colleague, please contact us at the number above.



Montgomery County, MD

Montgomery County was formed in 1776. The county was named after General Richard Montgomery, who was the first general to give his life fighting for American Independence. Montgomery County is Maryland's largest population center, one of its strongest economic engines, the state's most populous jurisdiction and one of its most affluent. Montgomery is a part of the Washington Metropolitan area, which consists of Washington, DC, 7 counties in Maryland, and 5 counties in Virginia; this area has a total of 5.8 million residents.

The County includes 507 square miles of land area. The topography is rolling with small hills. Elevations range from 52 feet above sea level near the District Line to 850 feet in the northern portion of the County near Damascus. There are nearly 2 dozen lakes scattered throughout Montgomery County, which make up part of the 16 square miles of water throughout the county. The Potomac River is the only large river that passes through the county.

- There are more than 410 parks in Montgomery County, include national parks, state parks, and regional and neighborhood parks; these parks offer a total of 34,600 acres of recreational area in the county.
- There are over 100 miles of hiking trails found throughout the county.
- For golf lovers, Montgomery County offers 9 public golf courses, 22 private golf courses, and more than a dozen country clubs.

Kensington, MD

HOC's headquarters office is currently housed within the town of Kensington. Located just four miles from Washington, D.C., two miles from the Capital Beltway and one-half mile from the Rock Creek-Beach Drive Bike Path, Kensington is easily accessible by car, MARC train, bus, Metro and bicycle.

Kensington is a town with a rich, historic past and a vibrant present. The sound of a train whistle still permeates throughout the town, reminiscent of Kensington's sleeper origins in 1873. Today, residents and visitors alike visit the charming train station for a weekly farmer's market and concerts. The streets are alive with art galleries, music venues, enticing restaurants, eclectic gift shops and antique stores. On the edges of the vibrant business district are beautiful 19th century Victorian homes and parks and a unique children's library.



Education

The Town of Kensington is served by the Montgomery County Public Schools system, specifically:

- Kensington-Parkwood Elementary School
- North Bethesda Middle School
- Walter Johnson High School
- Montgomery County Public Schools serving Greater Kensington include:
- Garrett Park Elementary School
- Kensington-Parkwood Elementary School
- North Chevy Chase Elementary School
- Oakland Terrace Elementary School
- Rock View Elementary School
- Newport Mill Middle School
- North Bethesda Middle School
- Tilden Middle School (Formally Charles W. Woodward)
- Albert Einstein High School
- Bethesda-Chevy Chase High School
- Walter Johnson High School

Kensington is also home to:

- Holy Redeemer School, a Roman Catholic parochial school
- Grace Episcopal Day School
- Academy of the Holy Cross, an all-girls Roman Catholic high school

Arts and Humanities

The arts and humanities are alive and well in Montgomery County. Residents are fortunate to have a variety of top-quality cultural venues from which to choose - plays, concerts, exhibits, lectures - as well as arts education programs that encourage individual artistic development.

- [Adventure Theatre at Glen Echo Park](#)
- [American Film Institute \(AFI\)](#)
- [Arts and Humanities Council](#)
- [BAPA's Imagination Stage](#)
- [Black Rock Center for the Arts](#)
- [Friends of Library](#)
- [Montgomery College Performing Arts Center \(Robert E. Parilla\)](#)
- [Olney Theatre Center](#)
- [Round House Theatre](#)
- [Strathmore\](#)



FUN FAMILY ACTIVITIES

Montgomery County is one of the best places for family fun activities. With its proximity to Washington, DC, there are many different locations for family activities, including many in the major cities, like Rockville, Silver Spring, and Gaithersburg. Here are just a few great areas for family fun in Montgomery County.

Downtown Silver Spring Urban District

The Silver Spring Urban District is full of activities for children, including the Maryland Youth Ballet, the Create Arts Center, Discovery Communications, Class Acts Arts, Inc., and Color Me Mine. If you are looking for a great place to take your children to paint pottery, watch movies, or to work on advancing their appreciation of art, be sure to visit the Silver Spring Urban District.



Go Ape! Treetop Adventure Park

For something a little more adventurous, try the Go Ape! Treetop Adventure Park. There are lots of fun things to do at this park, including 6 zip lines (and the USA's first skateboard zip line), numerous rope ladders, and 2 Tarzan swings. With more adventure than you and your family have ever experienced, it's a great place to visit with kids who can't seem to sit still!

Rockville Town Square

If you are looking for something a little different, try the Rockville Town Square. Visit the largest Ice Rink in Montgomery County in the winter, and the Fountain at Rockville Town Square in the summer. If you are looking to play a little indoors, try the Montgomery County Library.



RIO Washingtonian Center

Lastly, the RIO Washingtonian Center is a great place for food and fun. With lots of different things to do, like riding the carousel, catching a movie at the AMC Cinemas, or grabbing a bunch of candies from It Sugar, RIO Washingtonian Center is a great place to feel at home for families and kids.