



General Counsel

Exempt

Serves as the General Counsel to the Harris County Housing Authority (HCHA) in connection with the Authority's duties under Chapter 392 of the Texas Local Government Code, including activities to which the Housing Authority is authorized to engage under other Local, State, and/or Federal laws and regulations. Provides legal advice and counsel to the Board of Commissioners, Chief Executive Officer, Executive Staff, and, as needed, other employees and representatives of the Housing Authority on all legal matters involving or relating to HCHA. These legal matters include litigation, HUD rules and regulations, Housing Choice Voucher (HCV) Program, landlord and participant issues, Fair Housing, risk management, compliance, real estate transactions, development, contract, procurement, personnel, and employment labor relations. Provides legal advice and legal recommendations over all Housing Authority strategic and tactical legal initiatives, programs, and services; and assists with the management of the work of the Housing Authority's contracted external counsel (s).

POSITION SUMMARY

The General Counsel serves as the chief legal advisor to the Harris County Housing Authority, providing strategic and operational legal guidance across all agency functions. This role ensures compliance with federal housing laws and regulations administered by the U.S. Department of Housing and Urban Development (HUD), as well as Texas statutes and City of Houston requirements. The General Counsel plays a key leadership role in supporting HHA's mission to create affordable housing opportunities and promote community development throughout Houston.

ESSENTIAL JOB FUNCTIONS

Essential job functions and other important responsibilities and duties may include, but are not limited to the following:

Legal Advisory & Strategy

- Serve as principal legal advisor to the President & CEO, Board of Commissioners, and executive leadership
- Provide guidance on federal housing programs (e.g., Public Housing, Housing Choice Voucher Program, RAD conversions)
- Advise on legal implications of affordable housing development, redevelopment, and mixed-income communities within the Houston area

Compliance & Regulatory Oversight

- Ensure compliance with HUD regulations and federal requirements
- Oversee adherence to the Texas Public Information Act and Texas Open Meetings Act
- Ensure compliance with Texas Local Government Code and applicable provisions of the Texas Housing Authorities Law (Chapter 392)
- Monitor local ordinances and policies from the City of Houston affecting housing, zoning, procurement, and development

Litigation & Dispute Management

- Oversee litigation in Harris County courts and federal courts serving the Southern District of Texas
- Manage landlord-tenant disputes, evictions, and administrative hearings in accordance with Texas law
- Coordinate with outside counsel on complex litigation, including real estate, employment, and civil rights matters

Contracts & Real Estate Transactions

- Draft, review, and negotiate contracts, interlocal agreements, and development agreements

- Provide legal oversight for real estate acquisitions, dispositions, tax credit transactions, and public-private partnerships
- Ensure compliance with procurement requirements and competitive bidding laws applicable in Texas and locally

Governance & Board Support

- Advise the Board of Commissioners on governance, ethics, and fiduciary responsibilities
- Prepare and review Board agendas, resolutions, and policies
- Ensure compliance with public meeting notice, transparency, and recordkeeping obligations

Risk Management

- Identify legal and operational risks affecting HHA's programs and properties
- Oversee claims, insurance coverage, and liability management
- Develop and implement policies to minimize legal exposure

Labor & Employment Law

- Provide counsel on employment matters, including employee relations, discipline, and workplace investigations
- Ensure compliance with federal employment laws and Texas labor regulations
- Advise on HR policies and procedures for a public sector workforce

ESSENTIAL SKILLS

Essential Skills

Ideal candidates will have demonstrated ability to:

- Deep knowledge of federal housing law, HUD regulations, and Texas municipal law
- Familiarity with affordable housing finance tools (e.g., LIHTC, bonds, RAD)
- Strong legal drafting, negotiation, and analytical skills
- Ability to manage complex, high-profile legal matters in a large urban environment
- Excellent communication and leadership skills
- High ethical standards and sound professional judgment

QUALIFICATIONS AND REQUIREMENTS

Education and Licensure

- A Juris Doctor degree from an accredited American Bar Association school of law
- License to practice law in the State of Texas and federal court
- Admission or eligibility for admission to practice in Texas's state and federal courts

Experience

A well-qualified candidate will have:

- 10+ years of legal experience, with significant experience in public sector, municipal, housing, or real estate law
- Experience working with or advising public housing authorities or similar governmental entities preferred
- Familiarity with Houston-area courts, agencies, and development processes strongly preferred

SELECTION PROCEDURE

Selection Procedure

Applications will be reviewed for relevant experience, education, and training. The application must be detailed and complete for proper evaluation. Only the most qualified applicants will be referred for an interview and considered for the position; however, only the best-qualified applicant(s) may be selected.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- Based in Houston with regular in-person attendance
- Frequent interaction with Board members, city officials, and community stakeholders
- Attendance at evening Board meetings and occasional public hearings required
- Occasional travel within the Houston metropolitan area and region

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org. Complete the application on the website and submit along with a resume and cover letter in PDF format to hr@hchatexas.org.