



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

EXTENDED CLOSING DATE

JOB ANNOUNCEMENT

Division Director (AAG)
Contract Litigation Unit

Posting Date: May 17, 2024

Closing Date: Open/Continuous

Job Title: Division Director

Position Type: Regular Full-Time

Salary: Grade 27 (\$124,358 - \$201,161). The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: Office of the Attorney General, Contract Litigation Unit
200 St. Paul Place Baltimore, MD 21202

Telework: A hybrid remote telework and in-office schedule option is available per applicable policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the State's legal business, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG also protects the public by civil enforcement of antitrust, civil rights, consumer protection, and securities laws and regulations and by the prosecution of organized crime, Medicaid fraud, environmental crimes, insurance fraud, state tax evasion, and other statutorily assigned matters. As Maryland's 47th Attorney General, Anthony G. Brown leads the Office with a critical focus on equity, justice, and fairness.

The Office of Attorney General is seeking applicants for the Division Chief position to supervise the Contract Litigation Division. This supervisory role is designed for someone with a strong interest and background in both government and private sector contracting processes. Whether you're familiar with the term procurement or acquisition law, the core responsibility is the same – to provide high quality leadership to Division personnel and to manage the litigation surrounding the formation and administration of State contracts. The activities of the Division's attorneys include litigation with State contractors arising from bid protests, complex claims on major State construction and service contracts, and providing advice on contract issues to a variety of State agencies. The Division represents agencies at all levels of this process. In addition to its litigation activities, the Division provides advice to State agencies on drafting contract documents and complying with the procurement law during

the contract solicitation process, and on contract administration issues and disputes when problems arise on ongoing projects.

The Division Chief will manage and supervise the activities of the Division, including attorneys and support personnel, in all aspects of litigation, including reviewing complaints, directing investigations, writing pleadings and briefs, taking and defending depositions, negotiating settlements, and appearing in court and at administrative hearings at every level. This position involves staffing of cases; management of resources; development of legal theories, strategy, and tactics; development of professional skills and specialized procurement and claims knowledge; review of significant pleadings; providing guidance; and reviewing proposed legislation and regulations.

EXPERIENCE: The ideal candidate will have a minimum of ten years of substantial trial court, administrative and appellate experience, construction litigation experience, proficiency in Maryland procurement law, demonstrated leadership abilities, excellent writing skills, and admission to the Maryland Bar is required.

SUBMISSION: Interested persons should submit a cover letter and resume via email to: Leonard Howie, Deputy Attorney General, lhowie@oag.state.md.us and cc to Chinequa Powell, at cpowell@oag.state.md.us, as soon as possible. **Please write “Division Chief – Contract Litigation Division” in the subject line.**

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.