

# City Solicitor

Competition #J0218-0360

This position is responsible for providing full legal services to the City of Prince Albert, including litigation and in-house counsel services to City Council, the Administration and various civic Boards and Committees. Additional professional advice is provided on specific projects or initiatives identified by the City Manager or City Council. Mandate is to protect and promote the legal interests of the City.

## Principle Duties & Responsibilities:

- Provide technical legal services including negotiating legal rights and obligations on behalf of the City.
- Advise City Council, Administration, Boards and Committees, and the Prince Albert Board of Police Commissioners on their powers and duties.
- Draft bylaws, contracts, agreements and other documents.
- Represent the City's interest before the Court and other tribunals. Administers the Court process and prosecutes breaches of civic bylaws and provincial offences for which the City is responsible.
- Participate in making recommendations as to policies, practices and proposed courses of action having regard to the practical as well as legal consequences.
- Interpret statutes, provide legal advice and determine the legal position of the City on all matters of disputes.
- Prepare and present complex legal reports verbally and in written form.
- Acts as a member of the City's senior management team and represent the City at a senior level.
- Attends and provides advice at Executive and City Council meetings. Frequently called upon to give immediate answers based on accumulated knowledge and experience without the opportunity to conduct research. Attends and provides legal advice at meetings of Council.
- Provides legal counsel and direction in a timely manner to senior management and departmental personnel on corporate matters involving legal problems/issues. Works closely with senior management and department personnel to assist them in achieving their goals in a manner which is consistent with protecting the City's interests from a legal standpoint.
- Assesses risk and provides innovative and strategic legal advice to support the organization in achieving corporate goals.
- Ensures the provision of risk management services to the corporation and participates in the development of legislative changes and leads implementation of such changes.

## Qualifications (Education, Training, Experience)

- University Degree in Law
- Minimum of 10 years' experience after call to the Saskatchewan Bar, including 5 years in a municipal or related environment.
- Admitted to the Law Society of Saskatchewan.

## Key Knowledge, Technical Skills and Abilities

- Knowledge of all Acts, Regulations and related statutes affecting municipal corporations.
- Knowledge of established precedents and sources of legal reference material applicable to City activities.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of bylaws, policies and procedures specific to the City of Prince Albert.
- Demonstrated ability to provide legal oversight to Administration and Council.
- Demonstrated experience in corporate management and municipal government and administration with a clear understanding of the various business lines of the City.
- Demonstrated ability to understand complex interrelationships, both within the City and between the City and other governments and corporations.
- Thorough knowledge of all areas of relevant law as they relate to municipal government.

The City of Prince Albert offers competitive salaries, an excellent benefit package and a defined benefit pension plan.

To explore this opportunity in complete confidence, please apply online by **Monday, March 5, 2018** at <http://citypa.ca/City-Hall/Job-Opportunities> .