

City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

Assistant City Solicitor

The City of Waterloo has an exciting opportunity for an experienced lawyer to join the Corporate Services, Legal division. This position reports to the City Solicitor, and the successful candidate will provide comprehensive legal advice to a wide range of City departments, regarding general municipal law matters. The primary area of focus will include drafting and reviewing a wide range of Corporate Agreements, oversight of litigation matters, drafting bylaws, risk management, and any other tasks assigned. Knowledge in construction law, procurement and expropriations will be considered an asset.

Accountabilities:

- Responsible for oversight on all non-insurance litigation matters, including appeals
- Conduct resolution meetings with defendants, agents and lawyers for all offences pertaining to City By-laws, Fire Code, and Building Code
- Review Part III Information's and evidence prior to swearing the information before a Justice of the Peace to determine completeness and accuracy
- Liaise with various departments for legal advice and business advice to mitigate risk
- Draft various business agreements, encroachment agreements, and any other form of agreement required
- Draft and review software licensing agreements and maintenance agreements
- Provide advice on procurement matters including tendering law, tenders, RFP wording and bid compliance
- Assist and provide advice on Construction Lien matters
- Assist and provide advice related to the Expropriations Act
- Providing assistance on Administrative Tribunals, and representing the City before Administrative Tribunals
- Attend at Ontario Court of Justice as required to represent the City on motions to appeal, which stems from convictions by Provincial Offences Court
- Participate on city project teams and initiative
- Provide leadership, work direction and training to other staff in the division
- Willingness to perform legal work in other areas of Municipal Law, as required
- Perform other related duties as assigned

Minimum Qualifications:

- Successful candidate must have a Bachelor of Laws (LL.B) or Juris Doctor (J.D), and a member in good standing with the Law Society of Ontario
- Minimum 4 years' experience related to the duties listed above

- Preference will be given to applicants with direct prior experience in the municipal sector or any related field
- A Police Criminal Record and Judicial Matters Check satisfactory to the city is required as a condition of hire
- Applicants may be required to undergo testing as part of the recruitment process

Application Process

Interested and qualified candidates are invited to submit their resume and cover letter in one document through the online application process. For posting and application details please visit: www.waterloo.ca/careers.

Job Eligibility

All qualified City of Waterloo employees may apply, however during the selection process there is a specific sequence that will be followed. Members of the City of Waterloo Staff Association who have completed their probationary period in their most recent position will be considered first for this posting.

Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at recruitment@waterloo.ca, quoting the position and competition number (22-116). Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Job Posting Deadline: October 28, 2022