

Manager of Legal Services

(Regular, Full-Time)

Great City, Great Work, Great Future!

The City of New Westminster has an exciting opportunity for a dynamic and relationship-focused legal professional to join our corporate team. Reporting to the Chief Administrative Officer, this Exempt position provides general day-to-day advice and support to City Council, the Senior Management Team and City Departments in the areas of corporate, commercial, real estate, administrative and municipal law as well as oversees the preparation of documents in matters related to legal, real estate and legislative services.

The key accountabilities include:

- Providing assistance and legal opinions on matters relating to the Local Government Act, Community Charter and related legislation (e.g. Building Act, Contaminated Sites Regulation) as well as the compatibility of proposed City bylaws with federal and provincial statutes and regional bylaws.
- Liaising with Legislative Services on matters including risk management, insurance, and FOIPPA legislation.
- Participates on a variety of senior level committees that guide the City through planning and policy decisions.
- Supporting land acquisitions and dispositions, including drafting of purchase/sales agreements, directing land and lease negotiations and adhering to legal requirements to complete land transactions and road closures.
- Preparing complex legal documents, covenants, SROWS, development agreements, Housing Revitalization Agreements and Housing Agreements.
- Advising and appearing in Court and before Administrative Tribunals.
- Providing advice on complex bylaw enforcement matters that involve the potential for litigation.
- Overseeing the selection and use of external legal counsel, including legal services contracts.
- Managing the legal budget for the City.
- Performing related duties in keeping with the purpose and accountabilities of the position.

The ideal candidate will possess the following qualifications:

- Graduation from an approved Law School with a J.D. or LLB.
- Member in good standing with the Law Society of BC or eligible for immediate admission.
- Minimum 10 years of related experience practicing municipal law within a municipality or with a law firm providing legal services to a municipality.
- Management experience in a law firm or public sector entity will be considered an asset.
- Ability to provide clear advice and direction on various legal issues.
- Thorough knowledge of provincial and federal statutes with respect to local government, including the Community Charter and Local Government Act, as well as the preparation of bylaws and related policies, procedures and legislation.
- Thorough knowledge of real estate development practices, legislative services and the Land Title system.
- Solid experience and track record in litigation and court proceedings.
- Ability to direct the development, implementation and delivery of legal advice and services.
- Strong communication and interpersonal skills to establish and maintain effective relationships with City Council, management, staff and the public.
- Strong research and analytical skills to develop strategic and operational plans on legal matters.
- Sound judgment, problem-solving and decision-making skills.

The City of New Westminster offers a very competitive salary and comprehensive benefits package.

The successful applicant must be willing to undergo a police information check.

If you are seeking an exciting opportunity to join the City of New Westminster, please apply by sending your resume and covering letter quoting competition #17-61, **no later than Friday, May 26, 2017** to the following:

**Human Resources Department
City of New Westminster
511 Royal Avenue
New Westminster, BC, V3L 1H9
Fax: (604) 527-4619
E-mail: hr@newwestcity.ca**

We thank all applicants for your interest; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.