

Assistant Solicitor

Located just north of Toronto in the Region of York, the Town of East Gwillimbury is the GTA's top growth municipality.

The Legal Services Branch of the Town of East Gwillimbury is seeking a municipal lawyer for the position of Assistant Solicitor.

Reporting to the Town Solicitor, you will demonstrate the ability to work independently while managing a broad range of files. You will be responsible for providing legal advice and opinions related to all facets of the Town's operations and administration; providing instructions to external legal counsel; preparing and delivering written reports and oral presentations to Council; drafting and reviewing municipal contracts, by-laws, policies and procedures; and undertaking other legal tasks as assigned. You will also represent the Town at the Local Planning Appeal Tribunal (LPAT). The Assistant Solicitor is responsible for providing Risk Management and Insurance services for the Town.

You must be a member in good standing with the Law Society of Ontario. You possess excellent interpersonal and communication skills as well as negotiation skills, with a demonstrated ability to provide sound legal advice, information and direction to Members of Council, senior management and Town staff. Computer literacy is required.

Committed to employment equity, the Town encourages applications from indigenous people, people with disabilities, members of visible minority groups and women.

Accommodation will be provided in all parts of the hiring process as required under the Town's Employment Accommodation policy. Applicants need to make their needs known in advance.

Salary Range: Band 8: \$98,517 - \$115,879

Forward a cover letter and resume by **March 27, 2020** to:

Dean Horner, Town Solicitor
Town of East Gwillimbury, Legal Services Branch
19000 Leslie Street, Sharon, ON L0G 1V0
Email: dhorner@eastgwillimbury.ca