



## **Assistant City Solicitor**

### **People, Place, Prosperity**

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

### **COVID-19 Vaccination Requirement**

In accordance with the City of Cambridge's COVID-19 Vaccination Policy, all new City of Cambridge employees are required to be fully vaccinated as a condition of employment, subject to accommodations required in accordance with the Ontario Human Rights Code.

### **Job Profile**

There is an opening for the above position within the Legal Services Division, Office of the City Manager Department. The Assistant City Solicitor will be responsible for a range of legal matters, including providing legal advice and opinions related to all aspects of the City's operations and administration. The successful incumbent will provide advice to Mayor & Council, the City Manager, and city staff in respect of all general legal matters before the Corporation. This position will have a particular focus on municipal and commercial law.

### **What you will be doing**

- Negotiate and draft various agreements and other corporate documents
- Review legislation, case law, statutes, regulations, and legal publications for the purpose of keeping abreast of changes in the law and research purposes.
- Attends Senior Management meetings, meetings of Council and Committees of Council, as required
- Provides advice related to actions of all other departments (including the Mayor and Council) regarding recommendations, by-laws and policies, being brought forward for Council's consideration, both orally and in written form.

### **Education**

Post-graduate university degree in law (LLB or JD) and member in good standing with the Law society of Ontario.

### **Experience and Knowledge**

The successful candidate will have three (3) to five (5) years of relevant experience preferably in a municipal environment. The ideal candidate will require excellent organizational, interpersonal, presentation, communication and computer skills combined with knowledge of municipal government operations.

**Skills you will rely on**

Microsoft Office

**We will ask you for these items if you are hired**

- Covid-19 proof of dose one (1) and two (2) vaccination upon hire (External Candidates)
- Proof of your current and valid certificate(s) and/or educational qualifications.
- Supervisor Health & Safety Awareness Training Certificate from the Ministry of Labour

**Your compensation**

This position is within Grade 8 of the non-union salary schedule and has an annual salary range of \$114,261 to \$139,342. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

**Location of position**

This position is located at Cambridge City Hall, 50 Dickson Street, Cambridge Ontario.

**Hours of work**

Standard hours of work are Monday-Friday, 8:30 a.m. to 4:30 p.m.

**Advertisement expiration date**

To apply, please visit [www.cambridge.ca/careers](http://www.cambridge.ca/careers). This posting closes on March 22, 2022.

**Accommodation needs and protection of privacy**

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.