



Associate City Solicitor

Legal & Legislative Services

Centrally located between Alberta's two largest cities with over 100km of beautiful trails within Red Deer City Limits our City has a lot to offer. The City of Red Deer is always on the hunt for talented and success driven people. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace.

The City of Red Deer is currently recruiting for the right person to fill the Permanent Full-time position of **Associate City Solicitor** in our Legal & Legislative Services department.

Working under the direction of the City Solicitor, the **Associate City Solicitor** is responsible for providing legal services for the City of Red Deer. This includes providing verbal and written advice and opinions on diverse legal matters to the Corporation and City Council; drafting bylaws; drafting, negotiating and reviewing various agreements; acting as a liaison between external counsel and administration and representing the City as required to outside agencies; providing legal representation before the courts and administrative tribunals.

Our preferred candidate will have the following criteria:

- Completion of LLB or JD degree from a recognized Canadian University.
- Must be a Member of the Law Society of Alberta in good standing or able to obtain a membership prior to commencement of employment.
- Three years of broad experience practicing in areas of law relevant to Alberta municipal government operations (such as planning, land development, taxation, real estate, bylaw prosecution, administrative or regulatory law) and working knowledge of the Municipal Government Act.
- Proven legislative drafting skills and strong written communication skills in order that complex legal issues can be explained in a manner that allows those not familiar with legal terminology to understand the facts and the application of legal principles to those facts.
- Must have or obtain an understanding of the various operations of the City.
- Commitment to ongoing professional education.
- Must have the political acumen to function effectively in a political setting.
- Must have a high level of interpersonal skill and diplomacy. Must have excellent listening, oral and written communications skills and the ability to distill concerns and ask questions that will clearly identify underlying issues.
- Work outside of regular office hours can be expected. Attendance at City Council Meetings and other meetings outside of core business hours may be required.
- Time management skills as timelines are often short on work assignments.
- Ability to prioritize workload as the workday will be frequently interrupted.
- Work must be performed in a confidential manner to ensure that solicitor client privilege is maintained.

What we offer:

In addition to the very competitive wage of \$61.26 to \$76.58 per hour (\$119,923 to \$149,904 salary) and an excellent benefit package; we offer a great work environment with a dynamic and dedicated team of likeminded professionals.

If you like what you have read and think this is the job for you; come build your career with the City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever-growing environment and to work with an awesome group of people.



Will remain open until a suitable candidate is found.

For a detailed job description and to apply online, please visit www.reddeer.ca/careers