

# Cultivate Your Career



## **SOLICITOR** **TERM FULL TIME**

<b>Organization</b>	<b>City of St. Albert</b>
<b>Website</b>	<b><a href="http://www.stalbert.ca">www.stalbert.ca</a></b>
<b>Department</b>	<b>Legal, Legislative &amp; Records Services</b>
<b>Location</b>	<b>5 St. Anne Street, St. Albert</b>
<b>Compensation</b>	<b>\$109,407 - \$131,392 per annum</b>
<b>Closing Date</b>	<b>February 4, 2025</b>
<b>Competition #</b>	<b>25/11</b>

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

## **OPPORTUNITY**

Reporting to the Director, Legal, Legislative and Record Services, this position will be responsible for providing the full range of legal services for the City of St. Albert.

The key responsibilities will include:

- Providing timely and accurate legal advice to administration and City Council on a wide range of topics;
- Performing issue-specific research, as well as identifying and clarifying legal principles and jurisprudence to support and inform decision making;
- Drafting, negotiating, and reviewing agreements, bylaws, policies, leases, licenses, notices, and other documents in order to support the City in executing legislative, regulatory, and business responsibilities;
- Coordinating with other individuals and teams within City administration to support the goals and objectives of the organization;
- Defining and maintaining relationships with internal and external stakeholders as well as third parties;
- Directing and assisting external counsel for the City by coordinating the necessary activities to achieve the administration's goals while protecting the interests of the City;
- Conducting quasi-litigation and administrative tribunal matters and prosecutions and enforcement of orders under the Municipal Government Act, various bylaws, and other provincial statutes.

## **QUALIFICATIONS**

- Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) is required.
- Member in good standing of the Law Society of Alberta.
- At least two years experience as a lawyer. Requires experience in active solicitor practice with experience in, or working knowledge of, one or more areas of law relevant to a municipal corporation, such as:
  - planning and development and land use; construction; contracts; administrative; public procurement; information technology; protection of privacy and freedom of information; municipal liability; statutory interpretation; real property; labour and employment; human rights; as well as knowledge of the Municipal Government Act.
- Extensive knowledge of or litigation experience in planning and development or construction law is highly desirable.
- Experience and knowledge in diverse areas of law relevant to a municipal corporation is highly beneficial, and experience within a local government setting is an asset.
- Excellent legal drafting skills in the preparation of legal documents and instruments, including contracts and agreements, bylaws, policies, leases, licenses, notices, and other documents.
- Knowledge of legal research, report writing, and record keeping techniques.
- Strong interpersonal skills in addition to the ability to form and develop relationships with a variety of parties.
- Ability to develop and provide sound advice at an understandable level for stakeholders, using tact, patience, and courtesy, in a public forum and sometimes without notice.
- Ability to navigate situations with political acumen and sound judgment, apprising the City Solicitor of any matters which will be going before City Council decision, with an eye towards the goals of the municipal corporation.
- Ability to prioritize and deal with large volumes of work and competing demands.

# Cultivate Your Career



## HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

There may be occasional requirements for after-hours responses to emergent issues.

## TERM

This is a term position for up to 18 months, with the possibility of an extension.

This assignment is covering a leave and is therefore subject to the early return of the incumbent on leave.

## HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

## COMPENSATION

\$109,407 - \$131,932 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

**The successful applicant will be required to obtain a satisfactory police information check.**

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment)

## CLOSING DATE

**February 4, 2025**

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.