



## THE CITY OF YELLOWKNIFE

### **Manager, Municipal Law and Policy**

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. Working in Local Government provides many opportunities to not only develop your career but also to improve the lives of residents and visitors to Yellowknife! At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. The City is committed to hiring a diverse and skilled workforce that is representative of the community, strengthening our ability to provide high-quality services and excellent customer service to residents. In addition, the City of Yellowknife is committed to reconciliation and implementing actions intended to increase the number of Indigenous peoples who work for the City. We welcome applications from all qualified candidates and encourage Indigenous persons and visible minorities to self-declare when submitting their applications.

#### **KEY RESPONSIBILITIES**

Reporting to the Director of Governance and Legal Services, the incumbent assists in the provision of a full range of legal services for the City of Yellowknife. The incumbent provides opinions along with verbal and written advice to internal clients on an array of diverse legal matters; drafts, negotiates and reviews various contracts and other agreements to which the City is a party; drafts bylaws and policies for Council's and Administration's consideration; and may also act as a liaison between external counsel and Administration. The incumbent also represents the City's interest before Courts and regulatory tribunals.

#### **QUALIFICATIONS**

This position requires a University Degree in Law and the successful candidate must be a member of the Law Society of the Northwest Territories. The incumbent must have a minimum of 6 years' experience in litigation (civil, regulatory and enforcement); as well as legal counsel experience (i.e. in corporate commercial, procurement, real property and construction law).

#### **SALARY**

The City of Yellowknife offers a starting salary of \$141,000 as well as a comprehensive benefits package including a defined benefit pension plan, and monthly housing and vacation travel allowances totaling \$450.

Qualified applicants are required to submit their application and proof of educational requirements no later than **March 11, 2025**.

**Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment. We thank all applicants who apply, but advise that only those to be interviewed will be contacted.**