

Assistant City Solicitor

Job Opening ID 3111

Posting Date: July 30, 2025 – Closing Date: August 21, 2025

Job Description

Section: Legal Services

Division: Legal and Clerk's Services

Department: Corporate Services

Initial Reporting Location: Tom Davies Square

Job Status: Permanent position

Number of Vacancies: 1

Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 15 \$132,822.90 to \$156,299.85 per annum

The start date will follow the selection process.

Main Function: Reporting to the City Solicitor, carry out the general practice of law exclusively on behalf of CGS.

Characteristic Duties: Under the general direction of the Deputy City Solicitor.

1. Attend meetings of Council, Committees of Council, Ad-Hoc Committees, City of Greater Sudbury Police Services Board, Development Corporation meetings, as required.
2. Conduct legal research, prepare reports and provide legal advice and opinions (both verbal and written) to Council, its Committees, Corporations, local Boards and to staff at all levels, as directed.
3. Provide information and assistance to individual Members of Council concerning legal matters, as requested.
4. Draft and review by-laws, agreements, contracts, tenders, and other legal documents required to carry out the business of CGS.
5. Develop and implement, in conjunction with other staff, contracts/agreements and tender administration procedures.
6. Handle real estate transactions, including expropriations, purchases, sales, leases and other dealings in land.
7. Conduct litigation or direct legal counsel in relation to various tribunal and court proceedings.
8. Assist in the management and resolutions of claims, disputes and issues affecting the City of Greater Sudbury, local Boards and Corporations with a view to avoiding litigation.
9. Review legislation, regulations, City of Greater Sudbury by-laws and policies and Court decisions, and inform Council and Staff of proposed changes and resulting impact, and provide direction concerning procedures accordingly.
10. Provide assistance to the City, local Boards and Corporations in relation to the collection, use and disclosure of information.

11. Oversee, direct and train legal secretaries and law clerks.
12. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
13. Perform other related duties as required.

Qualifications:

Education and Training:

- Successful completion of a LL.B. Degree from a recognized University with Canadian accreditation.
- Possession and maintenance of a License to practice law in Ontario, and a Member in good standing of the Law Society of Ontario.
- Additional education initiatives to update and expand competencies.

Experience:

- At least three (3) years of responsible and directly related experience in Municipal Law or related field.

Knowledge Of:

- CGS's priorities.
- Applicable legislation and related regulations.
- Current and emerging management issues within CGS as they affect Legal Services.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

Abilities To:

- Understand and meet the needs of customers.
- Balance conflicting demands from stakeholders.
- Manage conflict; mediate disputes; assist in reaching consensus.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- Physical capability to operate a vehicle safely, possession of a valid driver's licence, have an acceptable driving record, will be considered an asset.

Competencies: [Competency Library - Level 2 Proficiency \(Individual Contributor\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$113,949.99 to \$134,046.99 per annum. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How To Apply

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Thursday, August 21, 2025**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](#)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca