



## **Director, Legal Services & City Solicitor – Kingston, Ontario**

**Job Number:** J1224-0215

**Bargaining Unit:** Non-Union

**Job Type:** Regular Full-Time

**Hours of Work:** 35 hours per week

**Salary Range:** \$158,122.51 to \$197,676.57

**Closing Date:** January 19, 2025 - midnight

### **Opening Statement**

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

### **Position Summary**

Reporting to the Chief Administrative Officer, the Director, Legal Services & City Solicitor, provides vision, leadership, and strategic direction and will ensure the City's governance and operational decisions and actions are informed by and compliant with the law. As leader of the Legal Services department, this position oversees the development and implementation of legal strategies and ensures corporate contractual compliance with applicable legislative requirements and City of Kingston by-laws and policies.

This position provides advice to Council and staff and evaluates legal matters and risks that could affect the municipality. The Director ensures proper representation of the municipality before Courts and Tribunals regarding legal issues and liaises with outside counsel as required for litigation matters.

The Director is responsible for integrating strategic planning, operational activities, and the interests and needs of stakeholders, while ensuring fair, ethical, and responsible decision making, and appropriate management of resources.

### **Key Duties & Responsibilities**

Provide legal advice and associated services to City Council, the Corporation of the City of Kingston, CMT and senior management as well as agencies, boards, municipal corporations and commissions.

Oversee files administered by outside legal services as client representative.

Represent the City of Kingston in legal matters before Courts and Tribunals as well as to the public through communications

Oversee the talent and financial resources for the department to ensure they are being used effectively, including:

Preparation and oversight of budgets and related programs

Management of direct reports by monitoring progress toward goals with sustainable results, developing successors, and resolving problems in alignment with the organization's vision and strategic plans

Other duties as assigned

### **Qualifications, Competencies**

University degree in law (LL.B or J.D.) or related program

7-10 years recent and progressively responsible municipal law experience

5 years experience with preparations and presentations of complex legal matters brought before courts and tribunals (including Courts of Justice, Court of Appeal, LPAT, OHRC)

Experience in strategic planning, budgeting, and implementation of plans and policies

Experience with instructing and educating on matters of law and associated principles

Experience leading a team of professionals

Membership in good standing with the Law Society of Ontario

### **Skills, Abilities, Work Demands**

Recognized organizational leadership, project management and creative problem solving skills

Ability to act as change agent, championing corporate initiatives

Ability to work in a politically sensitive environment while demonstrating tact and diplomacy

Highly developed analytical and business planning skills with a proven track record for long term visioning, planning, and budgeting

Strong knowledge of municipal policies, procedures, applicable legislation and regulations, relevant industry standards, by-laws and acts (municipal, provincial and federal)

Ability to build relationships, resolve conflicts, negotiate, facilitate, and deliver information to a wide variety of audiences

Ability to balance objectives with current organizational needs

Proficient skills in MS Office

Ability to build trust and credibility in a politically sensitive role with competing demands and priorities

Excellent communication skills with the ability to influence others

Ability to coach, motivate and develop employees

Required to obtain and maintain a satisfactory criminal record check

### **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

**[Please CLICK HERE to Apply](#)**