



100 John West Way
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L4G 6J1
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES
Division of Human Resources

Town Solicitor **(\$128,532 – \$157,744 per annum)**

Reporting to the Director of Corporate and Strategic Services, the Town Solicitor is responsible for leadership and management of the Legal Services Department. Along with your leadership function you will provide legal opinions and advice to Council/Committees, Executive Leadership Team, Town departmental staff, and the Corporation as a whole in the areas of municipal law, land use planning law, real estate and development, and corporate and commercial transactions. Adept at drafting and/or participating in the review of by-laws, agreements, processes, and documentation including RFP's, tenders and other corporate documents. You will lead and conduct legal research; assist with claims and risk management review and advice; retain, monitor, and instruct outside legal counsel; and prepare and present reports and memoranda. Your expertise will allow you to provide policy advice and recommendation on a diverse and broad range of issues including real estate and development, legislation, provincial government initiatives, and the role of government and the general business of municipalities. You also remain current on new and proposed changes to provincial and federal statutes and regulations relating to the Town.

You possess a university degree in Law, have a membership in good standing with the Law Society of Upper Canada, and are licensed to practice law in Ontario. You have 8-10 years demonstrated experience in a leadership role in a municipal environment along with experience as a lead legal counsel on municipal matters. A thorough knowledge of municipal functions and procedures, land development, and legal matters affecting the local government will be integral to your success. You possess excellent administrative, report writing, communication, analytical, problem-solving, advocacy, negotiation, and organizational skills; with the ability to deal professionally and effectively with all levels of staff and government, elected officials, local Boards/Commissions, community groups, general public, and legal and legislative communities. You have demonstrated success in leading professionals to meet corporate and department objectives.

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **May 20, 2016** quoting reference number **16-29**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.