

Manager of Legal Services

(Regular, Full-Time)

Great City, Great Work, Great Future!

The City of New Westminster has an exciting opportunity for a dynamic and relationship-centered legal professional to join our corporate team. Reporting to the Chief Administrative Officer, this Exempt position provides legal advice and support to City Council, the Senior Management Team and City Departments in the areas of municipal, contract, real estate and administrative law.

The key accountabilities include:

- Advising on legal matters relating to the Local Government Act, Community Charter and other legislation.
- Preparing, interpreting and implementing contracts, bylaws, covenants, SROWS and other legal documents.
- Negotiating and preparing land development agreements and purchase/sale of land transactions.
- Managing the effective utilization of external legal counsel.
- Performing other related duties as required.

The key requirements include:

- Graduation from an approved law school with a J.D. or LLB.
- Current membership in good standing with the Law Society of BC.
- Minimum 5 years law experience, preferably in a municipal setting, or with a law firm providing legal services to a municipality.
- Thorough knowledge of local government legislation, including the Community Charter and Local Government Act, as well as the Land Title system.
- Solid experience in the preparation of legal documents including contracts (particularly construction), bylaws and land development agreements.
- Knowledge of FOI and risk management would be an asset.
- Ability to provide sound legal advice in a timely, logical and concise manner.
- Ability to build and maintain effective working relationships with internal and external stakeholders.
- Excellent communication skills and the ability to work in a dynamic, flexible work environment.
- Excellent file management techniques and the ability to work with minimal administrative support.

The City of New Westminster offers a very competitive salary and comprehensive benefits package.

The successful applicant must be willing to undergo a police information check.

If you are seeking an exciting opportunity to join the City of New Westminster, please apply by sending your resume and covering letter quoting competition #17-138, no later than **November 24, 2017** to the following:

Human Resources Department
City of New Westminster
511 Royal Avenue
New Westminster, BC, V3L 1H9
Fax: (604) 527-4619
E-mail: hr@newwestcity.ca

We thank all applicants for your interest; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.