



## JOB DESCRIPTION

**JOB TITLE:** SOLICITOR

**REFERENCE NO:** 22150

**DIVISION:** CITY MANAGER & MANAGING DIRECTORS

**DEPARTMENT:** CITY SOLICITOR

**APPROVAL DATES:** BY: *Bob Butler* DATE: Oct. 20 / 21  
CITY SOLICITOR

BY: *Star Schumacher* DATE: October 21, 2021  
CHIEF HUMAN RESOURCES OFFICER

### **GENERAL DESCRIPTION:**

This is a professional position responsible for providing legal services to City Council, Council committees and the City's various business units. The City Solicitor Department is responsible for not only the services traditionally provided by municipal government legal departments but also for the full range of services provided by the legal departments of electric and gas utilities, as well as oil and gas exploration and production companies. Extensive legal services are required for the City's land development operations and its oil and gas production and distribution, electric generation and distribution, sewer, water and solid waste utilities.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the City Solicitor.
- Provides functional supervision and direction to administrative support staff.
- Maintains contact with City leadership and employees.
- External relationships are maintained with members of the public, solicitors, municipal and provincial government departments.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Provides legal advice to City Council, Mayor, Managing Directors, and other City employees as well as to City committees.
- Participates in policy development and decision making at the senior management level.
- Prepares and approves contracts relating to all aspects of the City's operations, including its oil and gas, environment, utilities, electric generation, land use, expropriation, labour and employment, governance and bylaws, municipal taxation and finance, planning and development, construction and community partnership activities.
- Prepares and approves bylaws and resolutions passed by City Council pursuant to the City's legislative jurisdiction.
- Represents the City in legal, administrative and regulatory proceedings involving the City, its boards, committees, and related organizations.
- Prosecutes City bylaws.
- Provides input, advice and direction in the adjustment and settlement of claims made against the City for injury, loss or damage suffered by third parties.
- Under the supervision of the City Solicitor, provides direction to outside legal counsel retained by the City.
- Reviews and advises on legislative changes affecting the City's operations in such areas as municipal government, planning and development, safety codes regulation, oil and gas



- production and distribution, electric industry restructuring, environmental regulation, labour relations and numerous other areas.
- As directed by the City Solicitor, prepares for, attends and provides advice and follow up to Council, and Council committees.

**REQUIRED COMPETENCIES:**

- Expertise or general familiarity with some or all areas of law relating to the City's operations including municipal government, planning and development, oil and gas, real estate, landlord and tenant, labour relations, employment, construction, safety codes, electric industry regulation, environmental, civil litigation, administrative and criminal law.
- Ability to participate effectively and show leadership in discussions of complex issues involving multi-disciplinary analysis.
- Ability to analyse complex legal issues, weigh competing considerations and make decisions and recommendations.
- Ability to communicate effectively and draft complex legal documentation.
- Exhibits strong interpersonal skills demonstrating a high standard of ethics, integrity and discretion to address confidential and sensitive information, including the ability to communicate with honesty, diplomacy, and tactfully in an open and political environment.
- Proficient knowledge of Windows based software applications and other programs, to effectively use for communication, analysis and documentation.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a Bachelor Degree (LL.B) from a recognized post-secondary institution.
- Three (3) years of professional experience in relevant areas of law relating to Municipal Government operations.
- Required to be a member in good standing of the Law Society of Alberta.
- An equivalent combination of education, training and experience may be considered.