

**Town of Caledon**

**make a difference**



**Job Title: Deputy Town Solicitor (permanent full-time)**

**Closing Date: January 10, 2021; 11:59pm**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

### **The Opportunity**

Reporting to the Town Solicitor / Manager, Legal and Court Services, the Deputy Town Solicitor is responsible for the management of the Assistant Town Solicitors and municipal law services. The Deputy Town Solicitor will lead a team of lawyers and legal professionals practising in a variety of areas of law, including general municipal, litigation, commercial, real property, development, and construction law, while having carriage over legal files and providing legal advice and services to Council and Town departments. As a Deputy Town Solicitor, you will perform the following duties, including but not limited to:

- Attends public meetings, Committee and Council meetings as required
- Monitors the operations and projects within the section to ensure value added services to clients
- Assists with the negotiation and selection and use of external counsel as required
- Promotes teamwork and integration between sections within the Legal, Realty and Court Services Division and across the Corporation
- Oversee and organize legal budget costs and revenue

**COVID-19:** *In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful candidate for Deputy Town Solicitor will be required to work a flexible schedule, including in the office, remotely and after hours (as required).*

### **The Ideal Candidate**

We are seeking an enthusiastic professional with a Post-graduate University degree in law (LL.B.) and a member in good standing of the Ontario Bar. Our ideal candidate has a minimum of 5 years' progressive varied law experience, including some experience in municipal or government administrative law. A minimum of 5 years'



6311 Old Church Road  
Caledon, ON L7C 1J6  
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experience in litigation, real estate, expropriation and/or commercial law at a senior level, a minimum 2 years of management experience, and experience in a government organization are each considered an asset.

The ideal candidate will have demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data. We are seeking an individual with demonstrated analytical and problem-solving skills involving regular development of new and improved methods and the ability to work independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public

This position offers a salary range of \$108,799.43 – 135,632.07 plus a competitive benefit package.

*Notwithstanding the above, candidates who do not fulfill all of our requirements may be considered in a Development Status capacity. Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact Human Resources at (905) 584-2272 Ext. 4738.*

### **How To Apply**

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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