



SAULT STE. MARIE

Job Vacancy

City Solicitor
Legal Department

Status: Full Time
Wage Range: \$160,731 - \$191,365 annually
Job Class: 11
Posted: April 29, 2025
Closes: May 27, 2025, 4:30pm

- ❖ Reporting directly to the Chief Administrative Officer (CAO), the City Solicitor will lead the Legal Department, including Provincial Offences and Human Resources Departments and provide legal services and advice on matters associated with the City.
- ❖ Serve as the City's chief legal advisor and provide guidance to City Council, the CAO, Executive and Senior Management and staff on diverse legal, administrative and regulatory proceedings, normally associated with a Municipal Legal Department.
- ❖ Ensure operations are focused on achieving corporate strategic goals and business is conducted according to established policies and the vision identified in the Corporate Strategic Plan, corporation by-laws and approved policies and procedures.
- ❖ Provide timely service as required to various City Departments.

Primary Duties & Accountabilities:

- Formulate and implement legal and litigation strategies and corporate compliance.
- Supervise and/or represent the Corporation in courts of law in litigation matters.
- Negotiate settlements of compensation for property matters for the City.
- Oversee and monitor City's insurance coverage, such as property and liability insurance.
- Budgeting.
- Meet with various stakeholders; external counsel, liaise and advise.
- Plan, organize and direct staff and functions of Department.
- Management and mentorship of staff.

Qualifications:

- Undergraduate Degree and Post Graduate Degree in Law (J.D. or LLB).
- Member in good standing with the Law Society of Upper Canada.
- Ten (10) years of progressively responsible related experience practicing law with a municipality or a firm providing legal services to local government.
- Strong understanding of the municipal law, including extensive knowledge of fundamental principles and practices related to local government legislation, municipal bylaws, policies and procedures.
- Experience in a management or supervisory role coupled with strong leadership skills.
- Knowledge of all legislation relevant to municipal government.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of the City of Sault Ste. Marie Bylaws, policies and procedures.
- Ability to understand complex stakeholders and maintain positive relationships.
- Exemplary interpersonal, communication (both oral and written), and problem-solving skills.

Preferred Competencies:

- Strategic Focus
- Visionary Leadership
- Guiding and Developing Staff
- Decision Making / Problem Solving
- Cultural Competency

Click here for full City Solicitor [job description](#) details.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 043-049-2025 City Solicitor

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*