



DIRECTOR OF LEGAL SERVICES

Reporting to the Chief Operating Officer, the Director of Legal Services is the chief legal officer for the City of Winnipeg and provides the highest level of professional leadership and management to a team of solicitors providing legal advice and services in all areas of the law. The Director of Legal Services will define, develop and deliver programs and services responsive to the needs of City Council and the City's business units and will ensure the provision of guidance to boards and officials that constitute civic government, including the Mayor, City Council, City boards and commissions.

DUTIES AND RESPONSIBILITIES:

- Through a team of solicitors, manages the provision of legal advice or legal representation in the areas of property law, litigation and prosecutions, preventive law, risk management claims, legislation, contracts, labour and employment law and those areas of law specific to municipal corporations, including the preparation of Bylaws and Amendments for introduction to City Council.
- Provides leadership and direction to a team of solicitors and support staff, creating and maintaining a team based work environment.
- Retains and provides liaison with external legal counsel as required.
- Provides guidance to boards and officials that constitute civic government including the Mayor, City Council, City Boards and commissions, and business units.
- Participates as a member of the senior management of the City in developing and setting strategies to deliver the mandates provided by Council.
- Develops systems and methods for the provision of systematic and timely legal and procedural advice to the City of Winnipeg to ensure responsiveness to identified priorities and that client needs are identified and incorporated into service delivery plans.
- Develops a system of performance measurement for the Legal Services Division that aligns with the corporate performance measurement system.
- Develops and manages the operating budget for the Legal Services Division, ensuring ongoing effective budget management and control of the division, and directing the preparation and submission of annual budget estimates for current and capital expenditures and revenues.
- Coordinates with the assigned financial controller to establish systems to ensure financial accountability for the division and pursues opportunities to maximize the financial resources of the department.

QUALIFICATIONS:

1. Bachelor of Law degree.
2. Member in good standing or entitled to be a member of The Law Society of Manitoba.
3. Post-graduate work in public administration, or business administration an asset.
4. Extensive experience in municipal, corporate and commercial law at progressively more responsible levels.
5. Considerable experience in providing leadership and direction to a team of solicitors.
6. Demonstrated knowledge of federal and provincial statutes, legislation, rulings, orders and decisions made by federal and provincial courts and tribunals, and bylaws applicable to municipal organizations.
7. Understanding of the City's civic organization and administrative structure, and the operation of Council and its committees.
8. Demonstrated ability to work effectively in a political environment.
9. Highly developed research skills, and demonstrated experience in providing policy and procedural advice to elected officials.
10. Highly developed organizational and administrative skills.
11. Demonstrated ability to manage complex multiple areas of activity in a fast-paced environment.
12. Financial and business acumen combined with an interest and commitment to public/government service.
13. Demonstrated understanding of managerial, finance and business operations, including budgeting, operations and strategic planning.
14. Demonstrated ability to develop and maintain effective working relationships with a wide variety of groups and individuals, in particular those at the most senior level.
15. Demonstrated communication skills, both written and oral, with a strong emphasis on handling sensitive issues and concerns.
16. Demonstrated ability to develop and implement policies, programs and procedures.

Submit application to: Wendy Unger, Corporate Support Services Department, 5th Floor – 510 Main Street, Winnipeg, Manitoba, R3B 1B9, or email resume to: wunger@winnipeg.ca no later than February 13, 2012

**The City of Winnipeg is an Employment Equity Employer
"Aboriginal persons, women, visible minorities, and individuals with disabilities
are encouraged to self-declare in their covering letter"**