

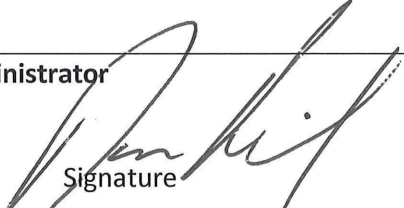


City of Langford

www.cityoflangford.ca

JOB DESCRIPTION

Manager of Legal Services

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| Department: Administration | Date: January 2021 |
| Reports to: Director of Corporate Services | Approved by Administrator  Date: 1/27/21 Signature |

POSITION OVERVIEW:

Reporting to the Director of Corporate Services, the Manager of Legal Services oversees, coordinates and/or supports in collaboration with others the drafting and administration of bylaws, policies, contracts, agreements and various conveyancing documents for the organization, and supports and advises staff and Council of the same.

SPECIFIC DUTIES:

Bylaw and Policy Support

- Supports the administration of bylaws and policies including developing standards, protocols and training for staff;
- Coordinates legal review of bylaws and policies as required to ensure legislative and legal compliance;
- Interprets corporate policy as required and makes recommendations on changes;
- Collaborates with the Manager of Legislative Services to provide expertise, guidance and advice to staff regarding appropriate bylaw and policy form;
- Collaborates with Manager of Legislative Services to ensure required approvals are sought (e.g. Council, other municipalities, Province, etc.); and
- Collaborates with Manager of Legislative Services to administer referendum or alternative approval processes as required.

Contract Administration

- Leads the drafting of required contracts and agreements by coordinating input on business terms from the Chief Administrative Officer, Director of Corporates Services or departmental lead, and submits final draft of contracts and agreements to outside City lawyers for final review as required;
- Oversees the administration of contracts and agreements including developing standards, protocols and training for staff;
- Provides leadership and expertise to corporate contract management initiatives including guidance and advice to staff regarding appropriate contract form, coordinates legal review as required and ensures appropriate procedures are followed prior to execution of contracts;
- Collaborates with the Manager of Legislative Services to maintain a contract and agreement database and original versions of documents, as required.

Conveyancing:

- Manages the legal aspects of acquisitions, dispositions and ongoing administration of the City's real estate interests and rights (both as an owner and tenant) including fee simple, statutory rights-of-way, licenses, permits and leases;
- Prepares, oversees the preparation of, coordinates and/or provides legal advice relating to all conveyancing documents including purchase and sale agreements, statutory right of ways, easements, licenses, permits and leases;
- Coordinates, as requested by the Director of Corporate Services, the appraisal and negotiation of real estate interests with private and public owners; and
- Handles, as requested by the Director of Corporate Services, complex and/or controversial acquisitions, disposals and the administration of real estate interests.

Other Related Duties:

- Provides confidential legal advice and guidance to staff and Council;
- Manages and coordinates utilization of external legal counsel;
- Acts as a legal resource to staff for advice and guidance on potential approaches and problem situations;
- Acts as Manager of Legislative Services, as required by the Director of Corporate Services, in fulfilling the statutory obligations as outlined in the legislation;
- Researches and writes reports to committee and Council as required;
- Coordinates various project work as required;
- Provides advice and assistance in respect of strategic planning, City initiatives and decision-making;
- Liaises with staff from other organizations to explain corporate objectives, policies and procedures, to resolve issues and to ensure the timely progression of projects;
- Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds;
- Participates in section budget and coordinates annual budget submissions;
- Works effectively to minimize expense, liability and risk exposure and optimize revenue and opportunities for the City;
- Supports the development of staff as required;
- Keeps current with regulations and laws governing work, ensuring that work is performed in the best interest of the City and industry best practices; and
- Performs other related duties as required.

Education and Experience:

- Membership in good standing (or eligible for membership) with the Law Society of B.C.;
- Post-secondary degree in Law, and a minimum of five years of professional experience with drafting and administration of bylaws, conveyancing documents, contracts and agreements; and
- Exceptional understanding of legal matters related to a local government setting is required.

Skills and Abilities:

- Superior understanding of the *Local Government Act* and the *Community Charter*;
- Excellent ability to interpret legislation and policies;
- Well-developed interpersonal skills and an aptitude for establishing and maintaining effective and harmonious working relationships with staff, elected officials and community representatives;
- Well-developed planning, organizing, implementation and problem-solving skills;
- Professional knowledge of matters pertaining to:

- drafting, administration and enforcement of local government bylaws including applicable legislation;
- drafting and administering contracts and agreements, including applicable legislation;
- drafting all types of conveyancing documents and administration of real estate interests, including property acquisition and disposition;
- regulations, laws, acts, statutes, policies and objectives governing work;
- Ability to lead the property acquisition requirements for large capital projects;
- Proven ability to work cooperatively with others, deal with disagreements, and prevent the escalation of conflict;
- Demonstrated ability to deal with highly sensitive situations involving the exercise of utmost tact, diplomacy, judgement, and confidentiality;
- Demonstrated ability to use judgment to troubleshoot and resolve a wide variety of complex legal matters requiring urgent remedy, with an innovative and outside-the-box approach;
- Demonstrated ability to provide guidance, recommendations and direction to a variety of audiences, including consistent application and explanation of corporate policies, legislation, conveyancing tools, contracts and agreements;
- Ability to prioritize projects, including juggling competing demands, based on corporate objectives while demonstrating flexibility;
- Ability to tactfully respond to inquiries and effectively resolve negotiations in the interest of the organization;
- Ability to prepare and analyse statistical data, reports and presentations;
- Ability to manage and monitor budgets ensuring the effective and efficient expenditure of allocated funds within the approved budget;
- Proficiency in using a personal computer and a variety of software programs;
- A commitment to continuous improvement and life-long learning;
- A team player with a strong work ethic;
- A sense of humour, with the ability to take your work seriously but not yourself; and
- A valid BC Driver's license is required.