



The Corporation of the Town of Lakeshore has an Career Opportunity for a Director of Legislative and Legal Services

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. The Town Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has a career opportunity for a Director of Legislative and Legal Services. Reporting to the Chief Administrative Officer, the Director is responsible for overall management of the Clerk Services Division, Human Resources Division, Fire Services Division and Police Services Liaison (Ontario Provincial Police and Police Service Board). The responsibilities will include planning, direction and control of staff, staff performance planning and review, as well as providing efficient customer service. The Director also fulfills the responsibilities of the CAO, in the CAO's absence and when called upon.

As a member of the Senior Management Team, the Director of Legislative and Legal Services is responsible for overseeing all matters of a corporate nature, such as but not limited to: directing the legislative functions of the municipality, coordinating legal activities for the organization, recommending and developing municipal policy, developing effective bylaws and compliance programs, coordinating and administering human resources including contract negotiations, insurance management and overseeing risk management issues.

Qualifications:

- Must have a Bachelor of Law degree from a recognized Canadian University
- Must be a member in good standing with the Law Society of Upper Canada.
- Must have a minimum of 5 years of experience practicing municipal law or related
- Must have a minimum of 10 years of experience in a management or supervisory position

Knowledge:

- Must have experience demonstrating effective written and verbal communication skills
- Must be knowledgeable of all legislation related to Municipalities
- Must have experience with developing operational recommendations and requirements.
- Experience with records management, matters related to human resources and municipal training would be an asset.

- Experience in municipal law, employment law and real property law would be an asset.
- Must have experience with Windows and Microsoft Office applications.

Major Responsibilities:

- Responsible for the overall administration of Legislative and Legal Services Department including fiscal and human resource management of those areas.
- Policy development aligning with Corporate goals and objectives
- Responsible for all human resources matters of the municipality including ensuring the development and maintenance of all necessary policies and procedures, including hiring, terminating, training, etc.
- Develop, implement and manage the annual budgets for all divisions within the Legislative and Legal Services Department
- Oversee insurance and risk management activities including mediations, claims administration (3rd party and municipal), liaise with adjustors/insurance companies, etc.
- Primary legal liaison with other departments.
- Primary liaison with the OPP and Police Services Board
- Manage the contract with the OPP
- Serve on the Police Services Board as a representative of the Town of Lakeshore
- Serve as a member of the senior management team and provide advice to the CAO.
- Review and coordinate legal activities for Council, CAO and all municipal departments.
- Manage all legal files, i.e. expropriation, uninsurable claims, etc.
- Negotiate, draft and review various types of agreements and by-laws.
- Assist with ensuring the municipality complies with all relevant federal and provincial legislation.
- In the absence and as assigned by the Clerk, this position assumes the statutory responsibilities of the Municipal Clerk.
- Manage customer services and administration components of Legislative and Legal Services;
 - address customer concerns;
 - develop and maintain a system for customer input and conflict resolution for the department ensure administrative procedures are maintained and followed as approved by council;
 - review preparation of tender and contract documents as required;
 - attend committee meetings as required;
- Manage and oversee bylaw management and bylaw compliance
- Oversee Fire Services
- Must comply with OHSA as well as the Municipality of Lakeshore's Health and Safety Policies and Procedures including WHMIS.
- Other duties as assigned

Decision Making and Judgement:

- Developing and recommending short and long range planning for the municipality in co-operation with the CAO and other members of the Senior Management Team for approval by Council.
- Making independent decisions related to the effective and efficient operation of the department taking into account all legislation, regulations, policies and standard practices and guidelines.
- Directing the Managers in the operation of their respective divisions.
- Developing departmental levels of service for Council approval and identifying and resolving problems for the Department as required.
- In consultation with the Managers evaluating the effectiveness and cost efficiency of services and formulating appropriate recommendations for the review of the Senior Management Team and Council.
- Developing strategies to maximize utilization of equipment and staff and to ensure effective training and development systems are in place
- Prioritizing workload, meet deadlines, be detail oriented and accurate;
- Demonstrating tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.
- Developing, implementing and/or interpreting policies, bylaws, acts, regulations, etc.

Human Resources:

- Directly supervise the Manager of Clerk Services, Manager of Human Resources, and the Fire Chief
 - Indirectly oversee the staff in Clerk Services, Human Resources Services, Fire Services, Animal Control, Crossing Guards and Bylaw Compliance
- Leadership of department including performance reviews, training, coaching, health & safety compliance and assisting with the planning and follow-up of operational issues
- Strategic planning of human capital resources in each area
- Strategic planning of organizational design in each area
- Plan, prioritize and assign work;
- Establish goals and objectives for department and Managers within department;
- Coordinate all aspects of the operation of Legislative and Legal Services;
- Oversee the development and implementation of programs that will assist in delivering quality services and programs to the ratepayers;
- Provide leadership and to motivate staff to deliver quality service and programs to ratepayers.
- Plan, prioritize and assign work;
- Assist in recruitment, training, setting objectives, performance management, vacation scheduling, lieu and flex time approval, etc.;
- Identify and assist in addressing the professional needs of staff;;

Financial Responsibilities:

- Develop, implement and manage the budget for Legislative and Legal Services
- Assist in setting service level goals and monitor against financial targets as approved by council;

- Manage department projects/programs;
- Develop, present, implement, monitor and evaluate annual capital and operating budgets as requested by the CAO and Council;
- Manage capital projects;
- Project financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff.

Interpersonal Skills:

Must have strong organizational and leadership skills. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.

Must have excellent communication skills, both oral and written to provide advice and direction to Council, staff and the general public. Must also have strong skills in networking and relationship building internally and externally.

Internal:

- Staff of the Legal & Legislative service area
- Council
- Senior Management Team
- Other staff of other departments

External

- Local and regional stakeholders
- Various levels of government
- High level management of other municipalities

Working Conditions:

- Some travel may be required.
- Works within an office environment with office hours being 8:30 a.m. to 4:30 p.m. (35 hours per week)
- Overtime is required. This position is lieu capped at 35 hours per year.
- Will be required to attend Council and Committee meetings.
- Work is subject to deadlines and may be required to work overtime to handle workload.

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than noon on April 18, 2018 clearly indicating Director of Legislative and Legal Services in the subject line.

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.