

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

The Legal Services Branch of the Town of East Gwillimbury is seeking a municipal lawyer for the position of Assistant Solicitor.

Reporting to the Town Solicitor, you will demonstrate the ability to work independently while managing a broad range of files. You will be responsible for providing legal advice and opinions related to all facets of the Town's operations and administration; providing instructions to external legal counsel; preparing and delivering written reports and oral presentations to Council; drafting and reviewing municipal contracts, by-laws, policies and procedures; and undertaking other legal tasks as assigned. You will also represent the Town at the Local Planning Appeal Tribunal (LPAT). The Assistant Solicitor is responsible for providing Risk Management and Insurance services for the Town.

You must be a member in good standing with the Law Society of Ontario. You possess excellent interpersonal and communication skills as well as negotiation skills, with a demonstrated ability to provide sound legal advice, information and direction to Members of Council, senior management and Town staff. Computer literacy is required.

Committed to employment equity, the Town encourages applications from indigenous people, people with disabilities, members of visible minority groups and women.

Salary Range: Band 8: \$98,517 - \$115,879

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is January 15, 2021

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.