

Realty Specialist

The City of Guelph is a vibrant and diverse community with a unique sense of place located in southern Ontario along the Innovation Corridor that runs between Toronto and Kitchener-Waterloo. We are also one of Canada's fastest-growing cities with a projected population increase from 135,000 people to almost 170,000 in the next 10 years. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

Job summary

Resumes are being accepted for the position of Realty Specialist in the Legal, Realty and Court Services Department. The successful candidate will complete real estate and related projects for all City Departments and assist with development projects and planning matters including litigation. This position reports administratively to the Associate Solicitor - Realty Services; however, the successful candidate will be expected to provide support to all staff lawyers in Legal, Realty and Court Services as required under the direction of the City Solicitor. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

Duties

- Negotiation of agreements for various real estate-related interests (e.g., road widenings and encroachment agreements).
- Assist with the preparation of agreements, including agreements of purchase and sale, leases, licenses and encroachment agreements.
- Assist with the completion, including registrations, of real estate transactions.
- Assist with the maintenance of a City real estate inventory.
- Research and analysis of real estate, financial, legal, engineering, planning and other information.
- Provide support for planning and development matters and litigation.
- Provide support to staff lawyers as required in various legal matters.
- Actively participate as a team member in Legal, Realty and Court Services and with City Departments and Boards.
- Perform other duties as assigned.

Qualifications

- Experience related to the duties listed above normally acquired through the completion of a university degree or college diploma in law, business administration, planning or a related discipline, and experience in law or corporate real estate preferably in a municipal setting. Candidates with the equivalent combination of education and experience may be considered.
- Valid Class "G" Driver's licence and good driving record and access to reliable vehicle to use for corporate business.
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, Council, stakeholders and the general public.

- Advanced skills in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Ability to develop and implement appropriate approaches and strategies for the effective and efficient completion of projects and tasks, including creative and proactive solutions.
- A team player with excellent interpersonal skills.
- Analytical and organizational skills with the ability to manage multiple assignments in order to meet deadlines in a very demanding internal customer service focused environment.
- Negotiation, collaboration and conflict resolution skills with the ability to analyse problems, identify alternatives and make recommendations.
- Excellent customer service skills with the ability to resolve inquiries/complaints in an effective manner.
- Knowledge of land registration system procedures, legal matters, legal surveys, planning documents, and engineering drawings and methods as they relate to municipal real estate matters.
- Experience with municipal property, and municipal development approvals and other processes in the municipal environment would be an asset.
- Previous experience in the use of Geowarehouse, Teranet, and Municipal Connect would be an asset.

Rate

\$75,634.49 – \$94,543.11

How to apply

Qualified applicants are invited to apply using our **online** application system by **Monday, June 28, 2021**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered. Proof of qualifications will be requested at the interview stage.

Please visit the job posting listed on our careers page and click on the “Apply for this job” button. Instructions will follow.

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.