



## **Director, Legal Services – Kingston, Ontario**

**Job Number:** J1224-0215

**Bargaining Unit:** Non-Union

**Job Type:** Regular Full-Time

**Hours of Work:** 35 hours per week

**Salary Range:** \$158,122.51 to \$197,676.57

**Closing Date:** July 13, 2025 - midnight

### **Opening Statement**

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

### **Position Summary**

Reporting to the City Solicitor, the Director, Legal Services is a senior leadership position responsible for managing the day-to-day operations of the Legal Services team and delivering high-quality, timely and practical legal support to all departments across the municipality. This role focuses on team leadership, legal service delivery, process improvement, and cross-departmental collaboration to support the City's legal and strategic needs.

As the operational leader of the legal department, the Director oversees staffing, workflow management, budgeting, and resource planning. The Director, Legal Services also contributes to high-level legal oversight and advises on a range of municipal legal matters. This role is responsible for supporting Council and Committee reporting, improving legal risk management and compliance processes, and ensuring effective legal service delivery aligned with corporate goals.

This position requires a seasoned legal professional with proven leadership and communication skills who can manage a dynamic legal team, and provide clear, strategic legal advice to support the City's legislative and strategic objectives.

## **Key Duties & Responsibilities**

### **Operational Leadership of Legal Services**

- Lead the day-to-day operations of the Legal Services Team
- Develop and implement operational plans, policies, and procedures to ensure high-quality legal service delivery
- Ensure alignment of legal operations with the strategic goals of the City
- Serve as the primary legal liaison for municipal departments seeking legal advice or support
- Provide timely legal guidance to departments on operational and strategic initiatives
- Coordinate legal input into cross-departmental projects and programs

### **Legal Practice, Documentation and File Management**

- Under the direction of the City Solicitor, provide expert legal advice and direction on complex, high-profile, or politically sensitive legal matters
- Serve as legal counsel on files involving municipal law, planning and development, procurement, real estate, litigation, and other municipal functions
- Manage and prioritize a personal caseload in addition to supervising team workflows
- Draft, review, and negotiate a wide range of legal documents including contracts, bylaws, agreements, and legal opinions
- Ensure documents are legally sound and mitigate risk to the municipality

### **Team Oversight**

- Supervise and support a team of staff lawyers, law clerks, and administrative staff
- Assign files, monitor progress, and provide mentorship and training to legal staff
- Conduct performance evaluations and promote a culture of professional development and collaboration

### **Council and Committee Support**

- Prepare and present legal reports to City Council, Committees, CMT and Senior Leadership as required
- Attend Council and committee meetings as required
- Support the development of municipal policy from a legal perspective

### **Risk Management and Compliance**

- Identify legal risks and support risk mitigation strategies across the corporation
- Ensure municipal compliance with applicable legislation, regulations, and court decisions
- Assist in the development and review of internal policies and procedures from a legal standpoint

## **Qualifications, Competencies**

University degree in law (LL.B or J.D.) or equivalent legal qualification

Membership in good standing with the Law Society of Ontario

A minimum of 7 years recent and progressive experience as a practicing lawyer or in a senior operations role within a law firm, corporate legal department, or public-sector legal office. Equivalent combinations of legal and operational leadership will be considered

## **Skills, Abilities, Work Demands**

Experience leading operational planning and process improvements within a legal department

Demonstrated ability to provide high-level legal analysis and risk mitigation strategies

Demonstrated knowledge of relevant legal principles applicable to government operations, such as property, procurement, contracts and regulatory matters

Strong knowledge of public policies, procedures, applicable legislation and regulations, relevant industry standards, by-laws and acts (municipal, provincial and federal)

Highly developed analytical and strategic planning skills with the ability to understand municipal goals and ensure legal services are aligned with strategic and legislative priorities

Proficiency in drafting, reviewing and negotiating complex legal documents such as contracts, bylaws, legal opinions and settlement agreements

Ability to build relationships, resolve conflicts, negotiate, facilitate, and deliver information to a wide variety of audiences

Strong leadership abilities to supervise lawyers, law clerks, and administrative staff

Demonstrated ability to build a high-performing, collaborative legal team

Excellent written and verbal communication skills with the ability to explain complex legal matters to non-legal audiences

Strong interpersonal and relationship-building skills with Council, Corporate Management Team, City Staff and Community stakeholders

Required to obtain and maintain a satisfactory criminal record check

## **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

**[Please CLICK HERE to Apply](#)**