



YOUR GUIDE TO

Considering Careers in Your Local Municipality

**FOR POST-SECONDARY STUDENTS
AND CAREER CENTRES**

Explore careers that will allow you to

**STAY LOCAL
&
GIVE BACK TO YOUR COMMUNITY**

with...

- ✓ **COMPETITIVE PAY AND BENEFIT PACKAGES**
- ✓ **EXCELLENT CAREER DEVELOPMENT OPPORTUNITIES**
- ✓ **FLEXIBILITY**

Introduction

This handbook will help you to explore the many careers within your local Municipal Government. The handbook is divided by department and provides insight into the interests, technical skills and soft skills that are related to jobs in each of the departments. You will also find information on which post-secondary programs could potentially lead to employment in these job categories.

This handbook should be used as a place to start when exploring careers of interest. More information on municipal careers and employment within your local Municipal Government can be found on your local Municipality's website.

Index

COMMUNITY DEVELOPMENT	-----	3
CORPORATE SERVICES	-----	4
FINANCE	-----	5
FIRE & EMERGENCY SERVICES	-----	6
MUNICIPAL PROJECT STAFF	-----	7
PARKS, RECREATION & CULTURE	-----	8
WORKS & ENGINEERING	-----	9

Community Development

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Graphic Design Proficiency
Use of Microsoft Office
Knowledge of GIS Software
Knowledge of Municipal & Federal Acts, Regulations & Standards

RELATED INTERESTS

Working with people
Artistic/Creative
Making a difference in your community
Leadership development
Business development
Community development

RELATED POST-SECONDARY PROGRAMS

Commerce
Business Administration
Business Management
Urban Planning
Marketing
Graphic Design
Public Relations
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Work Independently & Liaise with a Team

Professionalism
Flexibility & Adaptability
Ability to Meet Deadlines Under Pressure
Organizational & Time Management Skills

JOB CATEGORIES UNDER THIS DEPARTMENT

Administrative Assistant
Business Outreach
Graphic Design
Marketing
Planning
Managers

Corporate Services

NECESSARY TECHNICAL SKILLS

Computer Skills
Graphic Design Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations

RELATED INTERESTS

Working with technology
Organization
Working independently
Working with people
Creative writing
Research

RELATED POST-SECONDARY PROGRAMS

Business Public Administration
Political Science
Business Administration
Marketing
Communications
Journalism
Public Relations
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills	Professionalism
Analytical/Problem Solving & Decision Making Skills	Trustworthiness
Interpersonal & Customer Service Skills	Attention to Detail
Organizational & Time Management Skills	Ability to Meet Deadlines Under Pressure

JOB CATEGORIES UNDER THIS DEPARTMENT

Clerk
Legislative Services
Administrative Assistant
Records and Information
Communications and Community Engagement

Finance

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Knowledge of Accounting/Financial Software
Knowledge of Payroll/Benefit Requirements
Strategic Labour & Employee Relations Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations

RELATED INTERESTS

Working independently
Working with numbers
Personal finance
Organization
Analyzing
Research

RELATED POST-SECONDARY PROGRAMS

Accounting
Office Administration
Human Resource Management
Commerce
Business Management
Business Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills
Professionalism
Trustworthiness/Confidentiality
Attention to Detail

JOB CATEGORIES UNDER THIS DEPARTMENT

Treasurer
Tax and Revenue
Financial Planning
Payroll and Benefits
Payables
Accountant
Customer Service
Human Resources

Fire & Emergency Services

NECESSARY TECHNICAL SKILLS

Knowledge of Various Regulations incl. Ontario Fire Code & Highway Traffic Act
Awareness of Safe Work Practice Legislation
First Aid / CPR
Advanced Computer Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations/legislation
Specific Certifications

RELATED INTERESTS

Working with people
Health and fitness
Public service
Risk-taking
Adventure

RELATED POST-SECONDARY PROGRAMS

Fire Service / Fire Service Leadership
Fire Protection Technology
Business Management
Public Administration
Architecture Technologist
Engineering Technologist
Law and Security
Police Foundations
Criminology
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills	Organizational & Time Management Skills
Analytical/Problem Solving & Decision Making Skills	Attention to Detail
Interpersonal & Customer Service Skills	Ability to Negotiate & Resolve Disputes
Ability to Assess Situations & Make Recommendations	Ability to Deal with Stress

JOB CATEGORIES UNDER THIS DEPARTMENT

Fire Department
Building Official
Municipal By-Law Enforcement
Customer Service
Administrative Assistant

Municipal Project Staff

NECESSARY TECHNICAL SKILLS

Computer Skills
Knowledge of CIS & AutoCAD / ARCInfo
Knowledge of Project Tracking Software
Ability in Construction and Inspection of Water/Wastewater Infrastructure
Knowledge of Microsoft Suite

RELATED INTERESTS

Working with technology
Working with numbers
Understanding how systems work
Climate change
Water and soil conservation

RELATED POST-SECONDARY PROGRAMS

Civil Engineering
Accounting
Civil Engineering Technology

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Work Independently & Liaise with a Team

Organizational Skills
Time Management Skills
Research Skills
Attention to Detail

JOB CATEGORIES UNDER THIS DEPARTMENT

Roads
Water and Wastewater
Projects

Parks, Recreation & Culture

NECESSARY TECHNICAL SKILLS

Computer Skills
Ability to Operate Equipment
Mechanical Aptitude
Knowledge in Program Scheduling, Special Event Management and Program Evaluation
Knowledge of Microsoft Suite
Thorough Knowledge of Municipal, Provincial & Federal Regulations

RELATED INTERESTS

Working with people
Health and fitness
Working with children
Working outside
Working with seniors
Planning events
Plants, trees and landscaping

RELATED POST-SECONDARY PROGRAMS

Recreation and Leisure Studies
Recreation and Leisure Services
Special Event Planning
Child and Youth Care
Gerontology
Office Administration
Horticulture
Human Services
Community Development
Parks and Facilities Management

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills
Ability to Work Independently & as Part of a Team

Teaching/Training Skills
Attention to Detail
Creativity
Enthusiasm

JOB CATEGORIES UNDER THIS DEPARTMENT

Parks and Facilities
Community Development
Events Coordinator
Aquatics Staff
Child and Youth
Older Adult
Customer Service

Works & Engineering

NECESSARY TECHNICAL SKILLS

Computer Skills
Knowledge of CIS & AutoCAD
Health & Safety Training
Job Specific Certifications
Knowledge in Drawing, Blue Prints, Schematics & SCADA
Experience Working with Instrumentation, Computer Maintenance Management Systems
Knowledge of Microsoft Suite

RELATED INTERESTS

Solving problems
Working outside
Understanding how systems work
Working with people
Climate change
Working with vehicles
Repairing

RELATED POST-SECONDARY PROGRAMS

Civil Engineering
Civil Engineering Technology
Engineering Technician
Engineering Technology
Geography
Computer Science
Environment Science
Construction Management
Heavy Equipment Operation
Automotive Service Technician

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Ability to Work Independently & Liaise with a Team
Organizational & Time Management Skills

Ability to Facilitate Discussions
Interpersonal & Customer Service Skills
Ability to Follow Procedure
Attention to Detail

JOB CATEGORIES UNDER THIS DEPARTMENT

Engineers
Geographic Information Systems (GIS)
Transportation Operations
Roads Staff
Waste Transfer
Transit Staff
Wastewater and Water Operations
Labourer