



YOUR GUIDE TO

Considering Careers in Your Regional/County Municipality

**FOR HIGH SCHOOL STUDENTS
AND GUIDANCE**

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 regional 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 high school courses and post-secondary programs that 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 regional Municipal Government can be found on your regional Municipality's website.

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Communications

JOB CATEGORIES UNDER THIS DEPARTMENT

**Director/Manager
Communications Officer
Grant Writing**

RELATED INTERESTS

Creative Writing
Artistic/Creative

Graphic Design
Making a difference in your community

RELATED HIGH SCHOOL COURSES

EWC 4U
EBT 4O
BTX 4E
CIA 4U
4U Mathematics Courses

RELATED POST-SECONDARY PROGRAMS

Journalism
Public Relations
Corporate Communications
Business Administration
Political Science
Communications

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Teamwork and Teambuilding Skills

Professionalism
Flexibility & Adaptability
Ability to Convey Complex Messages Clearly
Ability to Meet Deadlines Under Pressure
Organizational & Time Management Skills

NECESSARY TECHNICAL SKILLS

Financial Skills (Budgeting, Financial Reporting)
Research Skills
Knowledge of Canadian Press Caps and Spelling and CP Stylebook
Strong Writing and Editing Skills
Knowledge of Microsoft Office Suite and Adobe InDesign

Community & Social Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Director/Manager
Caseworkers
Early Years Service

Housing Service
Community Service
Customer Service

Food Security Service
Warehouse Assistant
Data Analysis

RELATED INTERESTS

Working with people
Artistic/Creative
Making a difference in your community

Leadership development
Business development
Community development

RELATED HIGH SCHOOL COURSES

HSE 4M
HSB 4U
HHS 4U
HHS 4C
BTX 4E
HPD 4C
HPW 3C
HPC 3O
ENG 4U
EBT 4O

RELATED POST-SECONDARY PROGRAMS

Social Service Worker
Social Work
Early Childhood Education
Public Administration
Business Administration
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
Leadership and Strategic Thinking

Coaching, Mediation and Intervention Skills
Flexibility & Adaptability
Counselling Skills
Ability to Multi-task
Organizational & Time Management Skills

NECESSARY TECHNICAL SKILLS

Knowledge of Microsoft Office Suite
Research and Analytical Skills
Record Keeping Skills
Knowledge of Systems Incl. GOS System, SAMS, Cognos, SALI, OCCMS etc.
Case Management Skills

Corporate Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Director/Manager
Natural and Cultural Heritage
Corporate Record and Archival Staff
Health, Safety and Emergency Risk Staff

Clerk
Human Resources
Payroll
Forest Staff

RELATED INTERESTS

Working with technology
Organization
Working independently

Creative writing
Research
Working with people

RELATED HIGH SCHOOL COURSES

BMX 3E
EBT 4O
SVN 3M
BTA 3O/BTX 4E

RELATED POST-SECONDARY PROGRAMS

Health and Safety Management
Business Administration
Human Resources
Human Resource Management
Municipal Administration
Forestry/Forest Recreation
Forest Conservation
Environmental Studies
Records Management
Museum Studies

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills
Strategic Thinking Skills

Professionalism
Political Acuteness & Diplomacy
Collaboration Skills
Attention to Detail
Ability to Meet Deadlines Under Pressure

NECESSARY TECHNICAL SKILLS

Knowledge of Microsoft Office Suite
Research and Analytical Skills
Record Keeping Skills
Technical Report Writing Skills & Ability to Collect and Handle Data
Risk Assessment Skills
Project Management Skills

Economic Development

JOB CATEGORIES UNDER THIS DEPARTMENT

Director/Manager
Administrative Clerk
Tourism
Digital Marketing
Investment Attraction

Strategic Planning
Food Processing
Business Consultant
Land Use Planning and Inspection
Settlement Services

RELATED INTERESTS

Working with technology
Organization
Working independently

Creative writing
Research
Working with people

RELATED HIGH SCHOOL COURSES

BAF 3M HFA 4C
CGG 3O TCJ 4C
TFJ 2O BAF 3M
TFJ 4C 4C/4U Mathematics
BMI 3C
BTX 4E
HFL 4E

RELATED POST-SECONDARY PROGRAMS

Agriculture Tourism
Economics Marketing
Communications
Public Relations
Planning
Business Administration
Office Administration
Civil Engineering Technology

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills

Strategic Thinking Skills
Collaboration Skills
Teamwork & Team Building Skills
Ability to Multitask

NECESSARY TECHNICAL SKILLS

Knowledge of Microsoft Office Suite
Research and Analytical Skills
Record Keeping Skills
Digital Marketing Skills
Technical Report Writing Skills & Ability to Collect and Handle Data

Finance

JOB CATEGORIES UNDER THIS DEPARTMENT

Collection Services
Court Reporter
Court Services
Purchasing

Director/Manager
Treasurer
Risk Management Services
Accounts Payable / Accounts Receivable

Accounting Services
Financial Analyst
Financial Planning
Administrative Clerk

RELATED INTERESTS

Working independently
Working with numbers
Personal finance

Organization
Analyzing
Research

RELATED HIGH SCHOOL COURSES

4C/4U Mathematics
BAF 3M
BAT 4M
ENG 4U/4C

RELATED POST-SECONDARY PROGRAMS

Finance
Accounting
Commerce
Business Administration
Law
Court Services
Court Support Services
Court Transcription
Legal Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills

Strategic Thinking Skills
Ability to Multitask & Prioritize
Organizational & Time Management Skills

NECESSARY TECHNICAL SKILLS

Computer skills with ICON, CAMS, GreatPlains, Microsoft Office Suite
Technical Report Writing Skills
Research and Analytical Skills
Record Keeping Skills
Mathematical and Accounting Skills

Health Care/Long-Term Care

JOB CATEGORIES UNDER THIS DEPARTMENT

Administration	Director/Manager	Registered Nurse
Accounting	Ward Clerk	Registered Practical Nurse
Resident & Family Services	Scheduling Clerk	Personal Support Worker
Chaplain	Cook	Dietary Services
Dietary Aide	Environmental Services	Housekeeping

RELATED INTERESTS

Working with People
Health & Fitness
Cooking & Nutrition

Helping Other People
Medical Interests

RELATED HIGH SCHOOL COURSES

4C/4U Mathematics	TOG 4C
BAF 3M	PSK 4U
PPL Courses	HHG 4M
SVN 3M	TPJ 4E
TFJ 4C	TOJ 4C
CGG 3O	HFA 4U
HRT 3M	TMJ 4C
TPM 4M	TCJ 3E/4E

RELATED POST-SECONDARY PROGRAMS

Business Administration	Nursing
Recreation & Leisure Studies	Accounting
Therapeutic Recreation	Finance
Personal Support Worker	Kinesiology
Food Service Worker	Nutrition
Sanitary Engineer	Cook (Red Seal)
Environmental Services	Theology
Building Technician	

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Interact with Elderly Clients & Families

Collaboration and Team Work Skills
Empathy
Organizational & Time Management Skills
Patience

NECESSARY TECHNICAL SKILLS

Computer skills in Microsoft Office Suite & PointClickCare
Technical Report Writing Skills
Record Keeping Skills
Research Skills
Position Specific Knowledge (i.e Nursing, Dietary, Housekeeping)
Knowledge of Health and Safety Procedures

Information Technology

JOB CATEGORIES UNDER THIS DEPARTMENT

Director/Manager
Service Desk Analyst
Technical Support
IT Buisness and Client Services

RELATED INTERESTS

Computer Games
Working with Technology
Solving Puzzles
Working Independently & as a Part of a Team

RELATED HIGH SCHOOL COURSES

BTT Courses
TGJ 4M
ICS Courses

RELATED POST-SECONDARY PROGRAMS

Computer Science
Business Administration
Information Technology
Information Security

NECESSARY SOFT SKILLS

Written & Oral Communication Skills	Conflict Management Skills
Analytical/Problem Solving & Decision Making Skills	Documentation Skills
Interpersonal & Customer Service Skills	Ability to Work Under Pressure
Ability to Work Independently	Adaptable
Organizational Skills	

NECESSARY TECHNICAL SKILLS

Strong Understanding of Computer Software
Technical Report Writing Skills
Research and Analytical Skills
Record Keeping Skills
Mathematical and Accounting Skills

Emergency

JOB CATEGORIES UNDER THIS DEPARTMENT

Chief / Deputy Chief
Administrative Clerk
Quality Improvement & Education
Operations

Logistics
Shift Superintendent
Advance Care Paramedic
Primary Care Paramedic

RELATED INTERESTS

Health & Fitness
Working with People
Helping Other People

RELATED HIGH SCHOOL COURSES

SCH 4C/4U
SBI 4C/4U
SPH 4C/4U
BAF 3M
TPJ 3M/4M
TPJ 4C

RELATED POST-SECONDARY PROGRAMS

Emergency Health Care
Advanced Care Paramedic
Primary Care Paramedic
Business Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Conflict Resolution Skills

Ability to Motivate Others
Teamwork Skills
Ability to Work Under Stressful Situations
Negotiation Skills

NECESSARY TECHNICAL SKILLS

Ability to Act Quickly Under Stress
Skilled in the Administration of Life Support, First-Aid Treatment
Exceptional Record Keeping and Documentation Skills
Skilled in the Operation of Medical Equipment
Ability to Accurately Assess the Condition of a Patient

Transportation, Waste & Facilities

JOB CATEGORIES UNDER THIS DEPARTMENT

Director/Manager	Waste Operations	Education & Community
Roads Operations and Construction	Maintenance	Transfer Station Staff
Mechanic	Waste Equipment Operator	Engineering Staff
Operator	Landfill Operations	GIS
Seasonal Road Operator	Environmental & Technical Services	Traffic & ROW Mgmt
Administrative Clerk	Building Maintenance (HVAC, Painting)	Corridor Mgmt
Facilities Staff	Project Manager	Asset Mgmt

RELATED INTERESTS

Understanding How Things Work
Working Outside
Mechanically Inclined

Working with vehicles
Repairing
Solving Problems

RELATED HIGH SCHOOL COURSES

TTJ Courses
TCJ Courses
TMJ Courses
MEL 4E
SVN 3M
SPH 4C/4U
ETB 4O
CGO 4M
4U/4C Mathematics

RELATED POST-SECONDARY PROGRAMS

Civil Engineering (Technician)
Mechanical Engineering (Technician)
Construction Engineering (Technology)
Heavy Equipment Operation
Environmental Studies
Asset Management
Waste Management
Business Administration
Millwright
Electrician
Geomatics
GIS
HVAC Technician

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Strategic Thinking Skills

Organizational Skills
Teamwork Skills
Ability to Troubleshoot

NECESSARY TECHNICAL SKILLS

Project Management Skills
Mechanical Skills
Technical Report Writing Skills
Position Specific Skills (Engineering, HVAC Millwright, Heavy Machinery Operation etc.)
Ability to Work Safely & Perform Safety Checks
Mathematical Skills