

Municipal Government

Career Opportunities



A guide for high school students

Municipal Affairs, Government of Alberta

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Local Government: True or False?

Statement	True	False
The mayor/reeve is the sole decision maker for a municipality		
A municipal council can create bylaws, such as a curfew on teenagers, for the municipality		
Alberta consists of approximately 125 municipalities		
A municipal council decides where residential and commercial properties can be built		
Some senior position salaries in local government can exceed \$100,000 a year		
People with any type of degree or diploma can work in local government		

Notes: _____

Municipal Government in Alberta

We often associate municipalities with our municipal councils and the people who serve as elected officials on those councils.

Municipalities also provide essential, local services such as road maintenance, water and sewer services, and garbage collection. All municipalities share the characteristics of having land and boundaries, providing residents with ways to make decisions about local issues, and being a focus for community activities.

Municipalities can be called many things in Alberta, including: city, town, village, municipal district (also called a county), or improvement district. No matter what the size or name of a municipality, it is the job of the administration to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality.

Municipalities plays an important role in everyday life!

Resources

Find out more about municipal government using the following:



To learn about how municipal governments were formed in Alberta

<https://www.alberta.ca/history-municipalities.aspx>



To learn about the roles and responsibilities of municipal officials

<https://www.alberta.ca/about-municipalities.aspx>



To learn about a specific municipality in Alberta, use the search facility to find their contact information and the website

www.municipalaffairs.alberta.ca/mc_municipal_profiles.cfm



To learn about the services provided by your own municipality, talk to a member of your local council or administration and ask them what services the municipality provides to citizens and what roles council and administration play

Career Opportunities



Administration

- Chief Administrative Officer
- Communications Officer
- Business Analyst
- Lawyer
- Administrative Support Staff
- Economic Development Officer

Human Resource Services

- Human Resource Director
- Human Resource Assistant
- Payroll and Benefits Coordinator

Public Works

- Grader Operator
- Electrician
- Engineer

Land-Use Planning

- Planner
- GIS Coordinator
- Development Officer

A sample of municipal government jobs available across the province!

Protective Services

- Police Officer
- Bylaw Officer
- Firefighter
- Paramedic

Finance

- Finance Officer
- Tax Officer
- Assessor

Utilities

- Refuse Collector
- Water Plant Operator
- Recycling Coordinator

Recreation and Culture

- Lifeguard
- Library Clerk
- Recreation Director

Family and Community Services

- Family Support Worker
- Youth Programmer
- Counsellor

Building a Recreation Centre



Who will be involved in the process?

Why will they be involved? What are their responsibilities?

Careers in Municipal Government



Municipalities undertake a wide variety of work every day to ensure the efficient delivery of services to their citizens. Municipal government is a challenging and rewarding career for recent graduates. Whatever your field of study, you can be sure there is a municipality out there that requires your specific skills, ambition, and positive attitude.

Listed is a small sample of the wide variety of jobs found in municipalities across Alberta and typical educational requirements for each position.

- **Planner:** Bachelor degree in Planning
- **Information Technology Assistant:** Bachelor degree in Computer Science
- **Economic Development Officer:** Degree in Marketing, Commerce, or Business Admin
- **Engineering Technologist:** Civil Engineering Diploma
- **Human Resources Coordinator:** Degree/Diploma in Human Resources
- **Recreation Director:** Bachelor degree in Education or Recreation Administration
- **Geographic Technologist:** Bachelor degree in Computer-Aided Design, Surveying, GIS
- **Police/Peace Officer/Bylaw Enforcement:** Wide variety of post-secondary qualifications
- **Communications Coordinator:** Bachelor degree in Communications or Public Relations
- **Assessor:** Diploma in assessment/appraisal related field of study
- **Youth Programmer:** Bachelor of Arts degree in the Social Sciences
- **Chief Financial Officer:** Masters in Business. Administration or Economics, CA, or CMA
- **Engineering Coordinator:** Bachelor of Science in Mechanical or Electrical Engineering
- **Business Analyst:** Bachelor degree in Business, Administration, or Computer Science
- **Firefighter:** Wide variety of post-secondary qualifications

This is just a sample of the rewarding careers in Alberta's municipalities.

New opportunities in a variety of positions are always opening up!

Websites



If you are interested in learning more about the municipal careers available in Alberta, job boards are a great place to find information.

The following is a list of Alberta associations that have online job boards where municipalities place job postings. Just search the home page for classifieds, career opportunities, or job postings.

Local Government Administration Association	www.lgaa.ab.ca
Alberta Urban Municipalities Association	www.auma.ca
Rural Municipalities of Alberta	www.rmalberta.com
Alberta Rural Municipal Administrators' Association	www.armaa.ca
Government Finance Officers Association	www.gfoa.ab.ca
Society of Local Government Managers	www.clgm.net
Alberta Professional Planners Institute	www.albertaplanners.com
Alberta Assessors Association	www.assessor.ab.ca
Alberta Public Works Association	www.publicworks.ca

If you are looking for ideas, tips or assistance with your career development, the Alberta Learning Information Service is worth a visit. Occupational profiles, including job descriptions, average wages, and educational requirements, for various roles in the municipal field are available www.alis.alberta.ca.

Municipal Internship Program

Who: Each year we look for recent post-secondary graduates who are interested in pursuing a career in municipal government administration, municipal finance and accounting, or municipal planning.

What: We offer a paid 12 or 24-month experience as an intern located in Alberta where you have the opportunity to learn about local government, to develop as a professional, and to embark on a rewarding career in municipal government.

Why: Alberta is experiencing significant growth and development during a period when many senior public servants are retiring. Municipal government is a diverse and challenging career field, ideal for young, highly trained, skilled, and dedicated individuals. Most municipal employees will tell you that they find their jobs rewarding, especially those that work directly with the public.

When: Internship placements begin in May every year and run for 12 or 24 months, until the following April.

Where: Typically smaller municipalities from across Alberta, and some close to Edmonton and Calgary, will be hosting interns. You will live in a dynamic community and work with a dedicated team of municipal staff who are willing to support your training and development.

How: To get more information on the Municipal Internship Program and how to apply to be an intern, you can visit our website at: <https://www.alberta.ca/municipal-internship-program.aspx> or contact the program staff by phone at (780) 427-2225.

