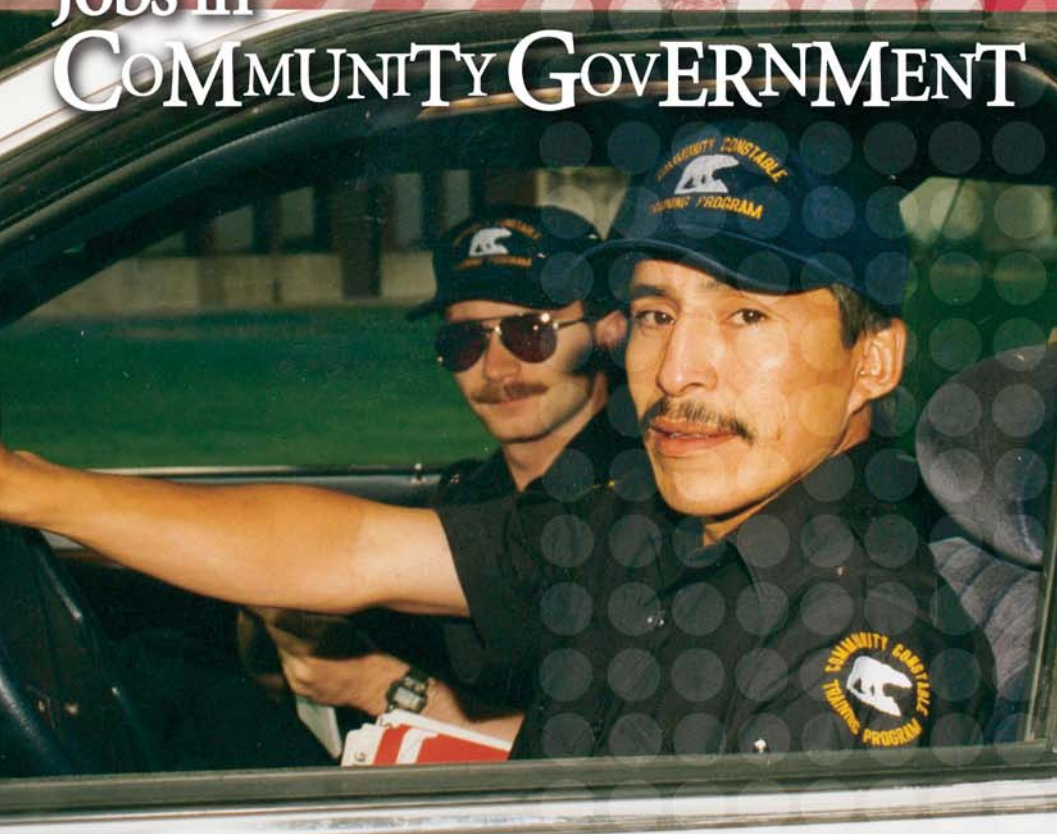


# Jobs in COMMUNITY GOVERNMENT



career opportunities series



Cette publication peut aussi être disponible en français sous le titre:  
Emplois dans les gouvernements communautaires

*Cover Photos*

*Top: Grader in Rae/GNWT; Main: Community Government Officers/GNWT; Bottom: Leon hand leveling/GNWT.*

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# **JOBS IN COMMUNITY GOVERNMENT**

## **INTRODUCTION**

In the Northwest Territories, we depend on community government – including First Nations, Metis, Inuvialuit and municipal governments. The work and decisions of our elected officials, leaders and community government employees help to make our communities healthier and stronger. In the past, this work included:

- Carrying on the overall operation of the community;
- Administering the community's budget;
- Maintaining public buildings;
- Planning for land use and new community and housing developments;
- Administering community land;
- Ensuring the development and safety of roads;
- Delivering water and picking up solid waste;
- Approving and distributing various licenses; and
- Organizing and delivering recreation programs.

Today, many community governments are involved in a broader range of partnerships and activities, including:

- Working with education and health boards;
- Planning and delivering community economic development activities;
- Delivering social programs;
- Administering income support payments;
- Operating housing programs; and
- Representing their community at other community, territorial or national events.

Community governments need local people to make local decisions and carry out local work. By training Northerners to fill these positions, community governments are providing opportunities for local people to work and contribute to the direction and development of their own communities. This is a real benefit to the North and to the community because local residents have a much better understanding of the opportunities, needs, language, culture and traditions of their communities.

## **WHAT IS COMMUNITY GOVERNMENT?**

Communities in the NWT have different kinds of government. In mainly Aboriginal communities, the community government may be the Chief and Band Council. In other communities, it is a Settlement, Hamlet, Village, Town or City Council. These councils are called Municipal Councils. Some communities called charter communities have formed governments by combining responsibilities of the Band Council and Municipal Council.

Community governments have two roles – one is political and one is administrative. Elected councils are responsible for the political role. Councils are made up of Councillors and Mayors or Chiefs. Council provides leadership and gives general direction to administration; makes by-laws and policies; and ensures that by-laws and policies are followed.

This booklet looks at the broad range of jobs related to the administrative function of community government. The number and type of jobs within a community government depends on the size and needs of the population it serves. Individuals in community government jobs ensure the well being of community residents through the provision of safe water, safe streets and other valuable community services.

## **WILL THERE BE JOBS IN COMMUNITY GOVERNMENT?**

The number of community government jobs is growing. This trend is expected to continue as community governments throughout the NWT take on new program and service responsibilities and as land claim and self-government agreements come into play. These agreements are expanding the role of community governments in planning and maintaining capital infrastructure, in land administration, taxation, renewable and non-renewable resource management, social and economic development, education and health services.

## **WHAT JOBS WILL THERE BE IN COMMUNITY GOVERNMENT?**

There are many different types of jobs in community government in the fields of management and administration, program and service delivery and trades and technology.

Community governments are responsible for a range of programs and services, including fire protection, public safety, public works, land use, and recreation facilities. Communities operate under the laws of the Northwest Territories and Canada. Many NWT communities also make some of their own policies and laws. Bylaw officers, community planners, land administrators, recreation leaders, and community economic development officers are some of the community government employees who provide basic services and ensure the local by-laws and policies are enforced. Many community governments throughout the Northwest Territories also deliver social programs. Employees involved in social programs and services may include community wellness coordinators, employment officers, community justice coordinators, child and youth workers, drug and alcohol workers, tenant relations officers, and housing managers.

To help discover which community government job may best suit you, the School of Community Government, Department of Municipal and Community Affairs (MACA), has developed a series of community government job descriptions. These tools are helpful to your career

planning as they identify the training and education that may be required. For more information contact your local MACA office or online at <http://www.maca.gov.nt.ca/school/ToolsResources/toolsresources.html>

## **ENTRY LEVEL JOBS**

*Entry level jobs may require little or no previous experience. You will need to demonstrate that you are responsible and willing to learn and work hard. On-the-job training may be provided and some jobs may require that you have a grade 12 level of education.*

- |  |   |
|--|---|
| <i>Office Clerk</i>                    | Keeps records, files and completes time sheets.   |
| <i>Secretary</i>                       | Performs word processing, filing and makes appointments for senior management, administrative and program staff.  |
| <i>Receptionist</i>                    | Responds to requests from the public, answers the telephone, and does some word processing.   |
| <i>Program Assistant</i>               | Helps to run programs and services.   |
| <i>Labourer/<br/>Manual<br/>Worker</i> | Performs various light and heavy manual duties usually in support of trades people including hand-shovelling loose materials or collecting and disposing of refuse. Operates and maintains equipment and tools. |
| <i>Trades Helper</i>                   | Helps skilled trades people to maintain and repair public buildings or equipment.   |
| <i>Maintenance Worker</i>              | Performs minor repairs and maintains buildings or the environment around buildings. May perform routine construction tasks such as installing shelves.  |

## ENTRY LEVEL JOBS

*Continued...*

<b><i>Janitor/Custodial Worker</i></b>	Keeps commercial or institutional buildings clean and neat.
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## SEMI-SKILLED JOBS

*Semi-skilled jobs require you to have some skills, related training or work experience. Related training may be acquired through a one or two year college certificate or diploma program, or participation in on-the-job training activities.*

<b><i>Supervising Janitor/Custodial Worker</i></b>	Supervises and coordinates workers who clean buildings, furnishings and industrial equipment. Performs minor maintenance work.
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<b><i>Light Truck Driver</i></b>	Operates light trucks (three tons or less) to transport goods and materials.
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<b><i>Recreation Coordinator*</i></b>	Manages the operation and maintenance of community recreation facilities.
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*\*Occupations in the Community Government Sector that have been approved for Occupational Certification.*



## SKILLED JOBS

Skilled jobs usually require a college diploma or an undergraduate university degree. Some may require relevant work experience.



<i>Office Manager/ Administrative Assistant</i>	Responsible for some or all administrative processes related to managing personnel, records, property and costs.
<i>Human Resource Officer</i>	Advertises job vacancies, recruits candidates and helps select employees.
<i>IT Support</i>	Solves computer problems and ensures that computer technology meets the specific needs of the community government.
<i>Finance Officer*</i>	Calculates, prepares, processes and maintains financial records.
<i>Program Manager</i>	Plans, organizes and supervises staff in research, design and delivery of programs that follow policies, legislation and budgets. A Housing Manager* is an example.
<i>Program Coordinator</i>	Organizes and delivers programs, services and special events, and may supervise other staff and volunteers. Recreation Leaders, Community Wellness Coordinators, and Alcohol and Drug Program Coordinators are examples.
<i>Program Officer</i>	Delivers specific programs and services to the public. Community Economic Development Officers and Tenant Relations Officers* are examples.
<i>Community Planner</i>	Researches social, economic, political and physical conditions to plan for community development, and manage lands and resources.

## SKILLED JOBS

*Continued...*

***Planning &  
Lands Officer***

Administers community land uses and building developments.

***Fire Chief***

Ensures adequate fire prevention and the overall efficient operation of the fire protection facilities, equipment and personnel.

***Bylaw  
Enforcement  
Officer***

Enforces community bylaws, conducts patrols and investigations, and assists in the prosecution of bylaw violations.

*\*Occupations in the Community Government Sector that have been approved for Occupational Certification.*

## TRADES AND TECHNOLOGY

*Trades and technical jobs require you to have some skills, related training or work experience. Related training may be acquired through a one or two year college certificate or diploma program, involvement in an apprenticeship program, or participation in on-the-job training activities. Journeyman positions with community governments require the completion of both apprenticeship and technical training.*

***Water Plant  
Operator***

Maintains the water plant and the sewer treatment plant and facilities.

***Truck Driver***

Operates trucks (more than three tons), other equipment and tools to provide water, sewage, fuel and garbage services to community residents.

***Community  
Works Foreman\****

Coordinates and supervises the activities of workers including journey tradespersons, performing maintenance and repairs.

<i>Electrician</i>	Repairs, maintains and installs electrical wiring and equipment at a journey tradesperson level.
<i>Carpenter</i>	Renovates and repairs structures and fixes wood, plywood and wallboard using carpenter's hand and power tools conforming to local building codes at a journey person level.
<i>Oil Burner Mechanic</i>	Services and repairs oil fired heating systems in buildings at a journey person level.
<i>Heavy Duty Equipment Technician</i>	Repairs, rebuilds and maintains mobile heavy equipment at a journey person level.
<i>Heavy Equipment Operator</i>	Operates gasoline and diesel powered mobile heavy equipment used in snow removal, road maintenance or earth moving equipment at a journey person level.
<i>Airport Observer/Communicator</i>	Provides aviation support services to pilots, airlines and the public by collecting, recording and distributing aviation weather information and other related data.

*\*Occupations in the Community Government Sector that have been approved for Occupational Certification.*

## PROFESSIONAL JOBS

*Professional jobs require a university degree or equivalent education and work experience. Some skilled and professional jobs require a professional designation for example, a professional engineer or certified general accountant.*

*Senior  
Administrative  
Officer\*/Chief  
Executive  
Officer/Band  
Manager*

Plans, organizes, directs and takes responsibility for all overall activities of the community government.

*Comptroller/  
Finance Manager*

Keeps complete financial transactions, prepares financial statements and accounts, calculates and arranges payments including wages and benefits.

*Engineer*

Plans, designs, evaluates and manages large and small construction projects.

*Accountant*

Plans, sets up and administers accounting systems and prepares financial information.

*\*Occupations in the Community Government Sector that have been approved for Occupational Certification.*

## MANAGEMENT AND SUPERVISORY

*In addition to education, experience is required to be promoted into management and supervisory jobs.*

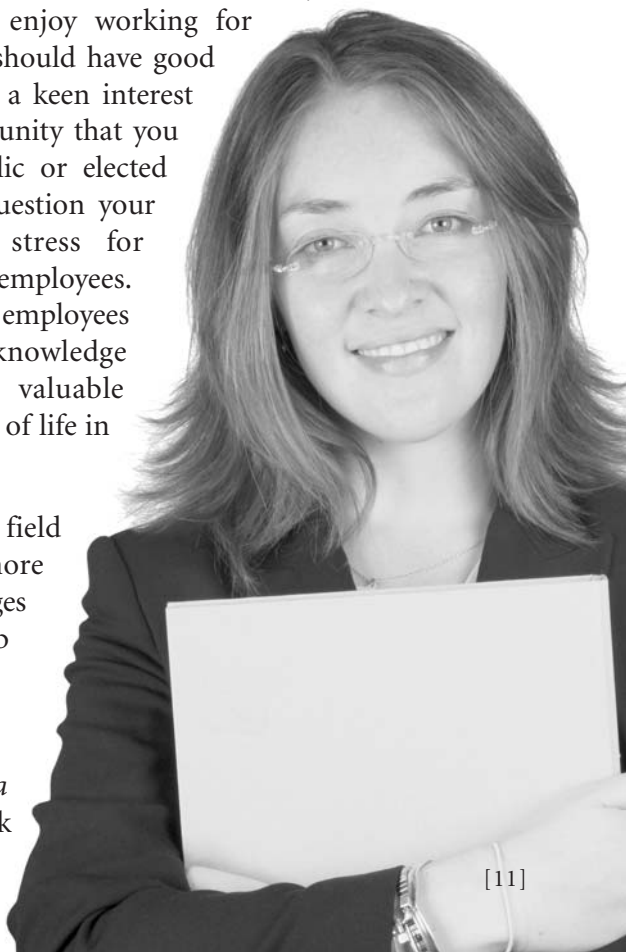
## WORKING CONDITIONS

Community government employees work in public facilities such as the band office, hamlet office, town or city hall, village garage or community arena. They serve the public and often have daily contact with community members. Some employees may deal regularly with contractors and suppliers. Most jobs in community government are from Monday to Friday. People who are employed to provide essential services such as water delivery, fire protection or access to public facilities may be on call in the evenings and on weekends.

Most community government jobs require employees to have understanding, patience, lots of energy, and a sense of pride in their work. Some community government employees may have more routine or repetitive type jobs; others require physical stamina and agility.

If you are considering a career with a community government, you should enjoy working for and with the public. You should have good communication skills and a keen interest in the needs of the community that you will be serving. The public or elected people on council may question your work. This can cause stress for community government employees. Community government employees are rewarded with the knowledge that they are making a valuable contribution to the quality of life in their community.

Wages for jobs in this field are competitive. For more information on current wages and demand see NWT Job Futures available at the Career Centre in your community or online at [www.jobfutures.stats.gov.nt.ca](http://www.jobfutures.stats.gov.nt.ca) and talk to people at work in the field.



## **WHERE TO GET TRAINING**

### **AURORA COLLEGE**

Aurora College offers a variety of programs and courses that can help you get a job with a community government. These programs and courses include: Office Administration, Management Studies, Recreation Leadership, Pre-trades and Apprenticeship Programs. Student Services at Aurora College will explain current course offerings. Although these courses and programs are a good introduction to many jobs in community government, some jobs will require additional schooling or on-the-job training.

Call your local campus or visit [www.auroracollege.nt.ca](http://www.auroracollege.nt.ca) to find out about current programs and courses being offered.

### **SCHOOL OF COMMUNITY GOVERNMENT**

The School of Community Government (SCG) provides occupational specific training opportunities to community governments, their staff and organizations that support community governments. The SCG is an integrated approach to community government training that involves partnerships with various GNWT and federal departments, Aboriginal organizations, professional associations, community governments, educational institutions and the private sector. Training is based on the specific needs of community government employees and the positions available. Training is delivered to an occupational standard and may lead to a diploma and/or degree. The areas of specific training offered by the SCG include: Community Governance, Community Management, Community Finances, Community Administration, Emergency Preparedness Fire Protection, Information and Communication Technology, Land Administration, Public Safety, Recreation Facility Operations, Search and Rescue, Water and Waste Services, and Works Management.

### **COLLEGES IN SOUTHERN CANADA**

Other courses and programs available at colleges in southern Canada which can lead to jobs in community government include the following: Pre-trades and Trades, Bookkeeping and Accounting,

Business Administration, Computer Systems Technology and Office Administration. Check with your regional Career Centre for college information, look on the Internet for online calendars or consult with staff at your Regional Municipal and Community Affairs (MACA) office.

## **UNIVERSITY PROGRAMS**

Canadian universities offer professional programs for Engineering, Law, Architecture, Commerce, Business Administration, Public Administration, Urban and Regional Planning, Political Science, Community Development and Engineering and Computer Science, all of which can assist an individual in getting a community government job. Universities also offer academic programs for professions that are common to most large businesses, such as human resources, industrial and labour relations, business and management and accounting. Programs such as these can also lead to employment in a community government. Check with your regional Career Centre for information on the universities, look on the Internet for online course calendars or consult with staff at your Regional MACA office.

## **PROFESSIONAL DESIGNATIONS**

Some professions such as architecture and law require individuals who have graduated from a university program to work for a specified amount of time with a certified professional and pass an exam for certification. Accountants must complete a university program or a recognized professional accounting program, and have job experience in order to obtain an accounting designation such as CGA (Certified General Accountant), CA (Certified Accountant) or CMA (Certified Management Accountant) and a territorial licence.

## **APPRENTICESHIP TRAINING & OCCUPATIONAL CERTIFICATION**

Apprenticeships are generally three to four year programs during which you take short term formal training for part of the year and get paid to train on the job with a certified journeyman. When you're finished, you become certified in that trade. With certification, you can make more money, work on your own, train others, and find jobs more easily.

To start an apprenticeship, you must pass the Trades Entrance Exam, and either find an employer to hire you or take a pre-employment or trades access program through Aurora College. There is no set level of education you need to take an apprenticeship, but many employers want apprentices to have a high school diploma and the more education you have, the greater your chance is of passing the exam and being successful in your trade.

Schools North Apprenticeship Program (SNAP) is a program that allows students to begin apprenticeships while continuing their high school courses. By the time that they graduate from high school, students who enrolled in SNAP may be several months into their apprenticeship.

Occupational Certification is a self-guided program, which certifies that individuals have the required skills, knowledge and attitude to be considered competent in their occupation. The Department of Municipal and Community Affairs (MACA) administers certification for community government employees in the Northwest Territories.

Occupational Certification is based on industry-developed standards, which require an individual to complete a work experience component, knowledge examinations and a demonstration of workplace skills prior to being certified.

In total there are eight community government occupations available for certification including:

- Senior Administrative Officer,
- First Nations Administrator/Band Manager
- Housing Manager
- Assistant Housing Manager
- Community Works Foreman
- Finance Officer
- Tenant Relations Officer
- Recreation Coordinator

Occupational Certification provides employees with greater mobility, increased opportunities, a sense of pride and transferable skills enabling them to aspire to further career opportunities.



Your regional Career Centre or Canada/NWT Service Centre can give you more information or help you start an apprenticeship or occupational certification program.

## **FINANCIAL ASSISTANCE**

To find out if you qualify for financial help while you study, contact the following:

### **NWT Student Financial Assistance**

Department of Education, Culture and Employment, GNWT

P.O. Box 1320 Yellowknife, NT X1A 2L9

For further information call: (867) 873-7190

24-Hour Toll-Free Line – Tel.: 1-800-661-0793

*[www.nwtsfa.gov.nt.ca](http://www.nwtsfa.gov.nt.ca)*

## **HOW TO APPLY FOR A JOB IN A COMMUNITY GOVERNMENT**

The most common way of applying for a job is to send your resume and a cover letter to all of the community governments you would like to work for. However, because of the very strong interest in jobs, some employers only accept an electronic application, which can be accessed and completed on the community government's website. Make sure you indicate which job or jobs you are interested in, and why you think you are qualified for those jobs.



If you are interested in getting a job with a community government you should talk to people who are working in the field or to people in the Regional MACA offices to see if it is right for you. The regional MACA offices are located at:

- Inuvik (867) 777-7121
- Sahtu (867) 587-7100
- Dehcho (867) 695-7220
- North Slave (867) 920-8084
- South Slave (867) 872-6525

Look for community government jobs advertised in the newspapers, on government websites or on [www.jobsnorth.ca](http://www.jobsnorth.ca).

Career Centres can help you to prepare for your job search and to write your resume and cover letter.

## **WORKPLACE RIGHTS AND RESPONSIBILITIES**

Employers and workers have responsibilities to each other. The *Labour Standards Act* sets out the general rules, minimum requirements, and principles of employment standards in the Northwest Territories. The *Act* covers such areas as hours of work, minimum wage, termination of employment, annual vacation and general holidays, and pregnancy and parental leave. It is up to you to know what rights and responsibilities you have as an employee.

For more information, contact Labour Services at (867) 873-7486 or toll free at 1-888-700-5707 or visit the Department of Education, Culture and Employment website at: <http://www.ece.gov.nt.ca/Divisions/Labour/index.htm>

## **CAREER PLANNING**

Career planning is an ongoing process that starts in your youth and continues throughout adulthood. When you think about making changes in your working life, try to make decisions based on your personality, passions, aptitudes, skills and commitments. Also consider what training and education you want and what opportunities are

available to you. By finding the best fit between your interests, skills, values and available jobs, you'll have more control over your life and you'll find greater satisfaction in your work.

For more information or assistance with career planning and decision-making, contact your local Career Centre, adult educator, or school counsellor. For specific community government occupations you can call your Regional MACA office, contact the NWT Association of Communities (NWTAC) or speak to staff at your local community government office.

Put effort into your career today to make the most of your work. Always continue creating new opportunities for yourself.

## **NWT CAREER CENTRES, CANADA/NWT SERVICE CENTRE**

Your regional Career Centre can help you to do the following:

- Learn about your skills, interests and values
- Find career, training and employment information
- Search for jobs
- Write resumes
- Apply for jobs
- Prepare and practice for a job interview
- Make a personal career or education plan

The regional Career Centres, Canada/NWT Service Centre are located in the following communities:

Fort Simpson	Deh Cho Hall	(867) 695-7333
Fort Smith	Sweetgrass Building	(867) 872-7425
Hay River	Courthouse Building	(867) 874-5050
Inuvik	Mack Travel Building	(867) 777-7365
Norman Wells	Town Square	(867) 587-7120
Yellowknife	Greenstone Building	(867) 766-5100







Other booklets in the Career Opportunities Series include:

- Jobs in Arts, Heritage and Culture
- Jobs in Mining
- Jobs in Construction
- Jobs in Oil and Gas
- Jobs in Tourism
- Jobs in Health Services
- Jobs in Aviation
- Jobs in Diamond Manufacturing
- Jobs in Social Sciences
- Jobs in the Service Sector
- Jobs in Information and Communications Technology

COMMUNITY  
GOVERNMENT