



## Municipal Advisors

Occupational Family/Code – Program Consultation: CMA

Profile created: 1998 06

Profile updated: 2006 12

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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The Municipal Advisor provides consultative, advisory and educational services to elected and appointed urban and rural municipal officials in the areas of financial management, local government administration and statute law.

The municipal advisor may provide municipal officials with a clear interpretation of provincial statutes and municipal administration standards. A municipal advisor may review administration procedures, municipal bylaws and council resolutions to respond to inquiries from municipal officials or the public. The municipal advisor may be required to prepare information manuals, conduct training sessions and develop administrative guidelines for municipal government officials.

A municipal advisor may also perform operational and financial audits in municipal offices and inspect work methods of municipal administrators.

A municipal advisor may provide technical advice in developing legislation, policies and procedures regarding municipal government to ministerial and inter-ministerial staff.

A municipal advisor may also be expected to travel and work extended hours. This may include travel, especially in the north, to isolated areas on poor road conditions or by small aircraft.



## Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

### Acts/Regulations/ Legislation

- Knowledge of acts, regulations and policies impacting/pertaining to municipal operations. **(Bring)**
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### Theories/Principles

- Knowledge of procedures and practices of municipal operations. **(Bring)**
  - Knowledge of administrative law such as the practices and process of calling, conducting, and writing decisions of hearings and tribunals. **(Bring)**
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### Technical

- Knowledge of municipal finances such as property assessment, tax rolls, fiscal forecasting, and grant programs. **(Bring)**
  - Knowledge of ministerial policies, structure and programs. **(Learn)**
  - Knowledge of other provincial and federal government programs and policies affecting municipalities. **(Learn)**
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## Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

### Communication

- Ability to prepare and clearly deliver presentation workshops and seminars on municipal issues and respond to questions from individuals and/or groups. **(Bring)**

*Personal attributes which may link with this skill statement include: self-confident, patient, approachable...*

- Ability to write clear and concise documents including manuals, briefing materials, reports, handbooks, and procedures for municipalities. **(Bring)**

*Personal attributes which may link with this skill statement include: dependable, innovative...*

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### Problem Solving

- Ability to analyze situations, identify issues or problems, consider various options, then determine and implement appropriate course of action. **(Bring)**

*Personal attributes which may link with this skill statement include: flexible, innovative...*

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### Interpersonal

- Ability to calmly respond to questions and problems from elected officials and the general public on issues that may be contentious. **(Bring)**

*Personal attributes which may link with this skill statement include: patient, understanding, flexible...*

- Ability to advise and persuade municipal officials and the public to implement and comply with municipal legislation, policies and procedures. **(Bring)**

*Personal attributes which may link with this skill statement include: patient, self-confident, flexible...*



- Ability to actively listen, anticipate issues, clarify problems in order to offer explanations or solutions. **(Bring)**

*Personal attributes which may link with this skill statement include: patient, flexible, approachable...*

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### Organizational

- Ability to independently assess, establish and adjust multiple priorities to meet ministry and municipality-imposed deadlines. **(Bring)**

*Personal attributes which may link with this skill statement include: flexible, reliable, self-confident...*

- Ability to plan, co-ordinate, implement and monitor projects or activities. **(Bring)**

*Personal attributes which may link with this skill statement include: dependable, reliable, team player...*

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### Analytical

- Ability to accurately research, interpret, and apply municipal legislation and policies. **(Bring)**

*Personal attributes which may link with this skill statement include: innovative, flexible...*

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### Technical

- Ability to conduct extensive audits of municipal records, make recommendations and report results. **(Bring)**

*Personal attributes which may link with this skill statement include: flexible, reliable, patient...*

- Ability to use word processing, database and spreadsheet software. **(Bring)**

*Personal attributes which may link with this skill statement include: innovative, reliable...*

- Ability to use presentation computer software. **(Learn)**

*Personal attributes which may link with this skill statement include: innovative, flexible...*



- Ability to use municipal accounting software packages.  
**(Learn - north only)**

*Personal attributes which may link with this skill statement include: flexible, patient...*

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## **Personal Attributes**

### **(Bring)**

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

### **Personal attributes for the Municipal Advisors include:**

#### **To Be...**

- flexible
- dependable/ reliable
- self-confident
- a team player
- innovative
- approachable
- patient/ understanding

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