



**Job Title:** Municipal Heritage Services Officer  
**Job ID:** 1018806  
**Location:** Edmonton or Calgary  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  
**Scope:** Open Competition  
**Closing Date:** August 18, 2013  
**Classification:** Program Services 4  
**Ministry:** Culture

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This is an opportunity for you to put your education and passion for heritage to work in a meaningful way. The Historic Resources Management Branch is seeking an energetic individual to provide a full suite of heritage advisory services to municipalities and communities. You will be joining a dynamic team working to conserve designated historic places in Alberta. If you are a heritage professional, an effective communicator, highly organized and a collaborative problem-solver, this opportunity is for you.

The Municipal Heritage Services Officer is responsible for providing consultation to local governments and communities with regards to their historic places and heritage conservation programming. As the successful candidate, your specific responsibilities will include:

Communication and coordination with communities regarding the services of the Municipal Heritage Partnership Program (MHPP) and the Alberta Main Street Program (AMSP).

- Coordinating Heritage Planning Projects, including evaluating funding applications and developing terms of reference.
- Collaborating with other sections of the branch to promote Heritage Conservation on issues relating to Municipal Heritage.

This position exercises considerable creativity, independence, and innovation in working with a wide range of projects. To succeed in this role, you will need a sound understanding of historic preservation issues, a solid foundation in the principles behind heritage resource management in Alberta, and extensive familiarity with Western Canadian and Albertan history, particularly the built environment. The successful candidate for this client-focused position will also require excellent interpersonal, relationship building, and public speaking skills.

### **Qualifications**

A Bachelor's degree in a related field, such as history, community planning, architecture, or heritage resource management, is required, as is four years' directly related experience. A post-graduate degree in a related field is an asset. Demonstrable experience working with the Historical Resources Act, Statements of Significance, the Canadian and Alberta Registers of Historic Places, or the Standards and Guidelines for the Conservation of Historic Places in Canada is an asset. Equivalencies will be considered on the basis of one year of education for one year of experience.

### **Salary**

\$2,596.42 - \$3,403.56 bi-weekly (\$67,766 - \$88,832 annually).

### **How to Apply**

Online applications are preferred. To apply online, please visit <https://www.jobs.alberta.ca/>. Note: As only one file can be uploaded, please ensure your cover letter, resume and any other related documents are submitted in one file. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the Job ID, to: Mechelle Silveira, Culture, 7th floor Standard Life Centre 10405 Jasper Avenue, Edmonton, AB, T5J 4R7. Fax: (780) 422-3142. Applicants who apply online will be able to track the status of their application.

### **Closing Statement**

If you require any further information on this job posting, please contact [ctpr.jobpostings@gov.ab.ca](mailto:ctpr.jobpostings@gov.ab.ca). We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.



Municipal Heritage  
Partnership Program

