



**Association**<sup>OF  
DES</sup>  
Municipal Administrators of  
administrateurs municipaux du **NB**

**The objectives of the AMANB Professional Certification in Local Government Administration are:**

- ✓ To be an incentive to municipal administrators to increase their knowledge;
- ✓ To be a step toward the establishment of a uniform level of knowledge and practice;
- ✓ To be a degree of exclusivity and status arising from recognition by peers and employers;
- ✓ To be an enhancement to practitioner marketability.

Recognizing that the AMANB membership is diversified with administrative positions at varying levels with differing degrees of responsibility in villages, towns, cities, rural communities, regional municipalities and regional service commissions, it was decided that three levels of certification would be appropriate. The level of certification is dependent on both the work experience and the level of education obtained.

Here are the minimum requirements to achieve level 1, 2 or 3:

### **LEVEL 1: BASIC**

**Fundamental skills and knowledge in local governance; understanding of systems and frameworks that support local governments.**

- **Education:** a certificate in local governance and/or public administration from an accredited Canadian postsecondary institution or equivalent
- **Experience:** minimum of 2 years in municipal administration/local governance

## LEVEL 2: INTERMEDIATE

**Broad skills and knowledge in local governance preparing for a senior leadership role.**

### OPTION1:

- **Education:** undergraduate Degree in Public Administration, Social Sciences or Business Administration (major in Finance, Human Resources or Management) from a Canadian accredited postsecondary institution or equivalent
- **Experience:** minimum of 5 years in municipal administration/local governance
- **Professional Development:** minimum of 10 courses over the last 10 years with proof of participation

### OPTION 2:

- **Education:** college diplomas in a relevant field
- **Experience:** minimum of 10 years in municipal administration/local governance
- **Professional Development:** minimum of 10 courses over the last 10 years with proof of participation

## LEVEL 3: ADVANCE

**Reaching higher knowledge and skills to make a significant difference in local governance.**

- **Education:** undergraduate Degree in a relevant field
- **Experience:** minimum of 10 years in municipal administration/local governance
- **Professional Development:** minimum of 10 courses over the last 10 years with proof of participation. Attended the Association's annual conference at least once every 3 years.