



Canadian  
Heritage

Patrimoine  
canadien

Canada



## (PM) Program Officer

Some relevant fields of study: business administration, commerce, public administration, social science and humanities, political science, history, sociology.

Our administrative officers are vital to the development and the delivery of programs, services and activities to the public. Their key roles and duties include:

- Providing advice and interpreting acts, regulations and policies
- Developing and implementing policies and programs
- Delivering services and programs to external clients and groups
- Taking part, as departmental representatives, in interdepartmental and intergovernmental meetings
- Acting as community liaison
- Organizing large-scale events (e.g. Canada Day, Olympic Games, Royal visits, international expositions, etc.)

Salaries range from **\$46, 321** to **\$96, 725** (PM-01 to PM-06)  
Effective June 21, 2010

