

MANAGEMENT SYSTEMS

Objective:

This session is intended to orient the new employee to the many organizational, budgeting, financing and work management terms and processes that apply to a municipal organization. (4 hours)

- I Introduction of Instructor
- II Organization of Agencies
 - A. Government Organizations Political/Administration
 - 1. City
 - 2. County
 - 3. State
 - B. Public Works
 - C. Public Utilities
 - D. City Engineer
 - E. Parks and Recreation
 - F. General Services
 - G. VDOT
 - H. Others
- III Where Money Comes From
 - A. Taxes
 - B. Grants
 - C. Other Revenue
- IV Cost – Where Money Goes
 - A. Labor
 - B. Overhead
 - C. Materials
 - D. Consultants
 - E. Contractors
- V Keeping Track
 - A. Capital Improvements Program
 - B. Assets Management
 - C. Budgets
 - D. Work Orders and Records
 - E. Historical Data Keeping

VI Review

- A. Questions and Answers
- B. Written Test