

# 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