



State of Alaska;  
Department of Commerce, Community, and Economic  
Development; Division of Community and Regional Affairs

# Elected Official's Management for Rural Utilities Syllabus

**Instructors**  
RUBA Staff

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**Office Locations**  
Anchorage  
Bethel  
Dillingham  
Fairbanks  
Juneau  
Kotzebue  
Nome

## Course Overview

The course builds the skills and knowledge needed for the elected official's management of a small water and wastewater utility in rural Alaska. The instructors present seven lessons with topics that include an overview of government, roles and responsibilities, meetings, ordinances and resolutions, policies and procedures, financial management, and sustainability. See "Course Content" below for details within each lesson.

The course is 32 hours long and can be taught online using a learning management system or in person at one of our office locations. If the course is taught in person travel scholarships are available for those who successfully complete the class.

## Who Should Take the Course?

Municipal clerks, utility clerks, treasurers, bookkeepers, managers, administrators, chiefs, mayors, and council members who are involved in the managerial and financial operations of the utility. In the RUBA program's partnership with the Department of Environmental Conservation, water and wastewater operators can earn 3.2 core continuing education units (CEUs).

## Operations and Maintenance Best Practices

The course qualifies for Operation and Maintenance Best Practices points used to determine eligibility and prioritization for community sanitation projects. Here is the link to more information about Best Practices.

### [Operations and Maintenance Best Practices](#)

## Homework and Attendance Policy

Students are expected to attend each day, read lesson materials before class, participate in discussions and lesson exercises take a pre-test and post-test, and draft action plans to take back to their communities.

## Additional Information

Here is the link to more information about the RUBA program, our approach to helping communities, and class offerings.

### [Rural Utility Business Advisor Program](#)

## Course Content

Lesson	Subject
Lesson 1: Overview of Government	<ul style="list-style-type: none"><li>▪ Welcome/Introductions</li><li>▪ RUBA Program Overview</li><li>▪ The Purpose of Government</li><li>▪ Three Levels of Government</li><li>▪ The Creation of Local Government in Alaska</li><li>▪ Duties of Local Government</li><li>▪ Classification of Municipal Governments in Alaska</li><li>▪ Serving on a Governing Body</li><li>▪ Rules and Laws affecting Local Governments</li><li>▪ Communicating with the Public</li></ul>

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Lesson 2:  
Roles and Responsibilities

- Authority of Municipal Governments
- Duties of Municipal Governments
- The Role of Elected Officials
- Ethics in Government
- How to be an Effective Council Member
- Council and the Administrative Staff
- Council and the Public
- The Organizational Chart
- The Mayor
- Municipal Manager Form of Government
- The Municipal Clerk
- The Municipal Treasurer
- The Municipal Attorney

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Lesson 3:  
Meetings

- Types of Meetings
- Notice of Meetings
- Agendas
- Parliamentary Procedure
- Meeting Minutes

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Lesson 4:  
Ordinances and Resolutions

- What is an Ordinance?
- Codifying Your Ordinances
- How to Develop a Code
- How to Amend an Ordinance
- How to Repeal an Ordinance
- What is a Resolution?

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Lesson 5:  
Policies and Procedures

- What are Policies and Procedures?
- The Role of the Elected Official
- Developing Policies and Procedures
- Types of Policies and Procedures
- Implementing Policies and Procedures
- Facilities, Vehicles, and Equipment

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Lesson 6:  
Financial Management

- What is Financial Management?
- Accounting
- Budgeting
- Reporting
- Utility Rate Setting
- Business Plan
- Insurance

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Lesson 7:  
Sustainability

- What is Sustainability?
  - The Challenges Facing Rural Utilities
  - Your Responsibility as an Elected Official
  - Best Practices
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