

TTC Virtual #102/#103/#106
Municipal Clerk Profession/Management Skills/Ethics and Personal Values
Course Descriptions

#102: Municipal Clerk Profession

History of the Municipal Clerk profession; elements of professionalism; inter-related clerk roles and functions; clerk terminology and functions; training and information on the intricate details of the responsibilities of the clerk office; focus on subjects such as record keeping, contracts, research methods, information and training of proper procedures for conducting public meetings in compliance with parliamentary procedures; the Brown Act and other legal requirements; organizational rules and procedures.

#103: Management Skills

History of organizations; models of contemporary organization; principles and practices of organizing; organization structure, function, and operation; theories and models of management and administration; management and leadership styles; managing personnel and/or financial resources; policy making and implementation in organizations; organizational development and change.

#106: Ethics and Personal Values

Ethics, morals and values; beliefs and behavior; personal ethics as a public official and manager; building trust in government; ethical problems facing municipal clerks; legal guides to ethical behavior; sexual harassment law and behavior; practical solutions for ethical challenges.