

# PUB 160: PUBLIC ADMINISTRATION

## Citrus College Course Outline of Record

| Heading                       | Value                         |
|-------------------------------|-------------------------------|
| Effective Term:               | Fall 2025                     |
| Credits:                      | 3                             |
| Total Contact Hours:          | 54                            |
| Lecture Hours :               | 54                            |
| Lab Hours:                    | 0                             |
| Hours Arranged:               | 0                             |
| Outside of Class Hours:       | 108                           |
| Total Student Learning Hours: | 162                           |
| Strongly Recommended:         | ENGL C1000.                   |
| Transferable to CSU:          | No                            |
| Transferable to UC:           | No                            |
| Grading Method:               | Standard Letter, Pass/No Pass |

## Catalog Course Description

A basic course covering the overview of local government functions from the perspective of a public works agency; the constraints of operation; techniques of administration in planning, organizing, financing, and personnel; the traditional model of a public works organization and new advances in technology. 54 lecture hours.

## Course Objectives

- Describe the role a public works program plays in the governmental structure of municipalities
- Define the principles of administrative management in the areas of public works operations
- Prepare a capital improvement program and annual works program
- Explain and identify those steps necessary for preparing a budget for public works program
- Describe current urban renewal programs and the role of public works administrator
- Distinguish the roles of municipal departments and operations within public works
- Understand the various Federal and State regulations influencing a Public Works Organization
- Understand and identify the key players of a Public Works Agency

## Major Course Content

1. Foundations of local government
  - a. Municipal organizations
2. Local government department review
  - a. City manager
  - b. City clerk
  - c. City attorney
  - d. Planning, housing, economic development
  - e. Parks and recreation
  - f. Library
  - g. Emergency management

- h. Police
  - i. Fire
  - j. Human resources, personnel, risk management
  - k. Finance
3. Service delivery alternatives
  4. Introduction to public works
    - a. Legal aspects of public works
    - b. Information systems
    - c. Public works organizations
  5. Public works and urban planning
  6. Emergency management
  7. Code enforcement
  8. Right-of-way management
  9. Engineering
  10. Fleet management
  11. Facilities
  12. Parks/landscaping/street trees
  13. Transportation
  14. Underground utilities
    - a. Water
    - b. Sewer
    - c. Storm drains
  15. Budgeting
    - a. Revenue
    - b. Expenses
    - c. Capital improvement programs (CIP)
    - d. Revenue constraints and restrictions
  16. Facility master plans
  17. CIP development
  18. CIP financing

## Suggested Reading Other Than Required Textbook

Supplemental articles and periodical stories related to current events in Public Works administration.

## Examples of Required Writing Assignments

Short responses to trends and current events in public works. Written qualitative analysis of public works case studies.

## Examples of Outside Assignments

Develop a capital improvement plan, develop a budget, weekly homework.

## Instruction Type(s)

Lecture, Online Education Lecture