

PUB 160: PUBLIC ADMINISTRATION

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2021
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Strongly Recommended:	ENGL 101.
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