

NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY

PBS 255- MANAGEMENT OF THE MODERN CITY (3 CR)

COURSE DESCRIPTION

Teaches basic concepts of city administration. Covers relationships among city, state, and federal jurisdictions as well as cooperative efforts among city departments. Uses case study methods to emphasize the environment and organization of the city, the city administrator, and intergovernmental relationships affecting the city.

Lecture 3 hours per week.

GENERAL COURSE PURPOSE

PBS 255 describes theories and practices of public administration in the United States from the perspective of the development, implementation, and evaluation of public or government policies and programs.

This course exposes students to the concept of individualism versus collectivism; materialism versus spiritualism; modernization versus traditionalism; centralization versus decentralization; and finally moral values versus opposed moral values. The craft of public administration, in its substantive and procedural facets, is manifest in conflicts of values.

ENTRY LEVEL COMPETENCIES

No prerequisites or co-requisites. Students should be able to read and comprehend college level instructional materials.

COURSE OBJECTIVES

Upon completion of this course, the student should be able to understand:

- A. The dynamic environment of public administration, particularly at the local level.
- B. The integration of all the facets that constitute the management of the modern city.
- C. Public administration in terms of public sector functions, programs, and activities as the "bottom line" expectations that society guarantees citizens.
- D. Key principles that have come to embody the American ideal, equality, and efficiency, as the crucial determinants of how well the public, or government, sector functions.

MAJOR TOPICS TO BE INCLUDED

- A. Introduction. An introduction to the basic concepts of city administration and management.
- B. Relationships. The relationship between federal, state and local government in terms of the impacts on modern city management. Policy facilitation, leadership and council effectiveness, mediation, and negotiation.
- C. Leadership. The city administrator/general manager, primary role, and purpose strategic leadership.

- D. Departments. The structure and purpose of local government departments organizational planning and management, human resources and strategic planning.
- E. Communication. Staff effectiveness, empowerment, delegation, and leadership communication requirements of the organization, with outside others and interpersonal.
- F. Finance. An overview of the financial requirements of city management budgeting and financial analysis.
- G. Legal Requirements. Background to the legal requirements of city management, service delivery management, functional and operational expertise, operational planning, and quality assurance.
- H. Political Requirements. An overview of the political requirements of city management democratic responsiveness, advocacy, diversity, and citizen participation.
- I. Integrity. The challenges of city administration. Integrity of the manager as a professional, organizational integrity and accountability.