Introduction to Management for Rural Utilities Syllabus

Instructors
RUBA Staff

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Office Locations
Anchorage
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Course Overview
The course covers principles and practices for managing small water and wastewater utilities in rural Alaska. The instructors present eight lessons with topics that include an introduction to organizational, personnel, planning, operational, and financial management; the role of elected officials and the clerk. 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.

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

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<th>Lesson</th>
<th>Subject</th>
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| Lesson 1: Introduction to Public Water and Wastewater Utilities | - Purpose of Public Water and Wastewater Utilities  
- Utility Management  
- Unique Challenges in Rural Alaska  
- Public Water Systems  
- Public Wastewater Systems  
- Regulatory Requirements  
- The Challenge of Sustainability  
- Resources |
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<td>▪ Community Planning</td>
<td>▪ Working with Operators</td>
<td>▪ Accounting</td>
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<td>▪ Identifying Needs and Goals</td>
<td>▪ Safety</td>
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<td>▪ Roles and Responsibilities</td>
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<td>▪ Meetings</td>
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<td>▪ Customer Agreements</td>
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<td>▪ The Clerk and Financial Management</td>
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<td>▪ Workspace Management</td>
<td>▪ People, Communication, and Conflict</td>
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<td>▪ Financial Reports</td>
<td>▪ Ordinances and Resolutions</td>
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