Georgia Clerks Education Institute
Mandated Training for New County and Municipal Clerks
Mara Shaw, Moderator
Leadership Development Program Manager

Welcome!

Agenda for the Day

- 1:00 p.m. - 1:30 p.m. Welcome and Overview of Training
- 1:30 p.m. - 2:45 p.m. Our Call To Public Service – Why and How We Do What We Do!
- 2:45 p.m. - 3:00 p.m. Refreshment Break
- 2:00 p.m. - 4:00 p.m. Clerks Matter to Local Government and Questions & Dialogue with State Association Presidents
- 4:00 p.m. - 5:00 p.m. At Your Service with ACCG, Georgia’s County Association (Room YZ) and the Georgia Municipal Association (Room ZL)
- 5:00 p.m. Adjourn

Dinner on Your Own
INTERVIEW AND INTRODUCE

• Find a partner – not at your table
• Name and how long have you been in your current position?
• What you like most about your current job?
• What are you hoping to learn during the conference?

Why Am I Here?

Mandated Orientation

State law (O.C.G.A. § 36-1-24 and § 36-45-20) requires anyone holding the title of "clerk" or performing the duties of a municipal/county clerk pursuant to the local charter, ordinance, or code shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties. Mandated training is offered at the fall and winter Georgia Clerks Education Institute conferences and is offered in a 15-hour mandated training course that counts toward the 101 hours required for full certification as a Georgia Certified Clerk.
Further Opportunities
Georgia Clerks Education Institute

- Georgia Certified County Clerk
- Georgia Certified Municipal Clerk
- Educational and certification program administered by the Carl Vinson Institute of Government
- Certification requires completion of 101 hours of instruction – 81 required hours and 20 elective hours

Great News!!
The 15 hours you will complete this week in Mandated Training count toward the 81 required hours and the 101 total hours!!!

Required Courses

Elective Courses

Advanced Courses
Required Courses

• Mandated Orientation
• Community and Media Relations 101
• Community and Media Relations 102
• Finance 101
• Government 101
• Government 102
• Meeting Management 101
• Meeting Management 102
• Meeting Management 103
• Millage Rate Process
• Professional Skills Development 101
• Professional Skills Development 102
• Records Managements 101
• Records Managements 102
• Records Managements 103

Elective Courses

• Council/Commission and Staff Relations
• Elections 201
• Elections 202
• Government 201
• Government 202
• Government Accounting
• Human Resources 201
• Human Resources 202
• Human Resources 203
• Payroll Administration
• Professional Skills Development 201
• Professional Skills Development 202
• Professional Skills Development 203
• Professional Skills Development 204
• Professional Skills Development 205
• Professional Skills Development 206
• Public Operations 201
• Public Operations 202
• Public Operations 203
• Purchasing
• Save E-Verify
• Tax Revenue 201
• Tax Revenue 202
• Tax Revenue Webinars

Advanced Courses

• Bill to Law Process
• Business Writing II
• Comprehensive Plans
• Cutting Edge Workshops
• Debt Administration
• Emergency Management
• Financial Oversight
• Human Resources 301
• Human Resources 302
• Intergovernmental Agreements
• Revenue Administration
• Risk Management
Still Further Opportunities

• Clerks’ Masters Education Management Development Program
• Masters Education Graduate Seminar (MEGS)
• International Certification

International Certification

• The International Institute of Municipal Clerks offers certification at two levels:
  o Certified Municipal Clerk (CMC)
  o Master Municipal Clerk (MMC)

• Educational credits you earn through the Georgia Clerks Education Institute count toward the educational requirements for IIMC certification.

Certified Municipal Clerk (CMC)

The Certified Municipal Clerk program is designed to enhance the job performance of the clerk in small and large municipalities. To earn the CMC designation, a municipal clerk must attend extensive education programs. The CMC designation also requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the municipal clerk by providing them with quality education in partnership with institutions of higher learning as well as state/provincial/national associations. The CMC program has been assisting clerks to excel in their professional development since 1970.
Certified Municipal Clerk (CMC)

- Certification Requirements
  - Be a full, additional full, or retired member of IIMC
  - IIMC will only be able to certify you after you have been an active member for two years
  - Affirm and practice the IIMC Code of Ethics
  - Attain 60 points in the education category
  - Attain 50 points in the experience category

Education Category

- Satisfactory completion of 120 hours (60 points) of course work at an IIMC approved Municipal Institute or Academy
  - Georgia Clerks Education Institute
- Completion of an IIMC-approved state/national/provincial educational course (with course review)
- Bachelor’s degree or higher in public administration (20 points)
- Other degrees (10 points/5 points)

Experience Category

- Full-time municipal or deputy clerk with administrative responsibility (four points/year of service; 40 points maximum)
- Other full-time administrative positions in local government prior to becoming a municipal or deputy clerk (two points/year of service; 30 points maximum)
- Other
Master Municipal Clerk (MMC)

The Master Municipal Clerk (MMC) is the second of the two professional designations offered by IIMC. To qualify for entrance into the MMC program, an applicant must already have earned the CMC designation. The MMC program prepares participants to meet the challenges of the complex role of the municipal clerk by providing an advanced continuing education program that prepares participants to perform more complex municipal duties.

Point of Contact

Susan Maxwell
Georgia Clerks Education Institute
Program Director
Carl Vinson Institute of Government
(706) 542-3887
smaxwell@uga.edu

New Point of Contact

Claire Kinane
Georgia Clerks Education Institute
Incoming Program Director – October 1st
Carl Vinson Institute of Government
(706) 542-3887
kinane@uga.edu
Questions

• Why do we feel that way?
• What frustrates us?
• What motivates us to do this job?
• How can we lessen our stress level?
(Discuss at Your Table)

Our Call to Public Service – Why and How We Do What We Do!

Me Stressed?
Nahhhhh

Being a Public Servant Can be a Selfless, Thankless Job..........
“To be a good citizen, it’s important to be able to put yourself in other people’s shoes and see the big picture. If everything you see is rooted in your own identity, that becomes difficult or impossible.”

Eli Pariser, Upworthy CEO

Developing an Identity as a Public Servant!

- Three Key Learning Challenges:
  - Identity – Who am I?
  - How Strong is My Interpersonal Competence?
  - What is My Legacy?

Identity – Who Am I?

- What are my core qualities?
- What do I value and believe?
- What is my self-image?
- What drives me?
- How do I reconcile who I am in times of change?
  (Discuss at Your Table)
How Strong is My Interpersonal Competence?

- How do I respect others’ identity?
- How do I form and sustain relationships?
- How cooperative and collaborative am I?
- How often do I seek and offer help?
- Am I able to be tough on issues and easy on people?

(Discuss at Your Table)

What is My Legacy?

- What ideas or institutions do I care about sustaining?
- How do I give back?
- What is my legacy?
- How am I mentoring the next generation?

(Discuss at Your Table)

Strategizing Your Career as a Public Servant!

- Assess yourself
- Identify and Change Nonproductive Behavior
- Write a career plan and assess annually
- Take “stretch” assignments
- Keep a career journal
Schedule Reminder!

This Afternoon

4:00 p.m. – 5:00 p.m.

At Your Service With ACCG, Georgia’s County Association, and the Georgia Municipal Association

Clerks Matter to Local Governments!

Lisa Richie, President
Georgia County Clerks Association
Hall County Clerk

Karen Jordan, President
Georgia Municipal Clerks/Finance Officers Association
Ball Ground City Clerk
Questions and Dialogue with the Pros!

Karen and Lisa

At Your Service!

Joe Dan Thompson
Marketing Field Services Representative
ACCG Insurance
Room YZ

Pam Helton
Director, Consulting Services
Georgia Municipal Association
Room KL

Schedule for Monday, September 10

• 7:00 a.m.  Breakfast – Magnolia Ballroom
• 8:00 a.m.  General Session - Mahler Auditorium
• 9:00 a.m.  Mandated Training – Room KL
• 12:00 p.m. Lunch/Association Business Meetings
  Georgia County Clerks Association – Magnolia Ballroom
  Municipal Clerks/Finance Officers Association – Magnolia Ballroom
• 1:15 p.m.  Mandated Training – Room KL
• 4:30 p.m.  Adjourn for the Day

Dinner on Your Own
Schedule for Tuesday, September 11

- 7:00 a.m.  Breakfast - Magnolia Ballroom
- 8:00 a.m.  General Session - Mahler Auditorium
- 9:15 a.m.  Mandated Training - Room KL
- 12:00 p.m. Lunch - Magnolia Ballroom
- 1:00 p.m.  Mandated Training - Room KL
- 4:00 p.m.  Evaluations, Mandated Training Test, and Adjournment
Wrap Up and Putting Your Learning to Action

- Final Thoughts
- Attendance and Evaluations
- Mandated Training Test

Mandated Training Test

- Multiple choice test
- Thirty minutes to complete
- Circle one answer per question

Future Training Schedule
www.cviog.uga.edu/clerks

2019 Events
January 25 - 27 GMA Mayor's Day - Atlanta
February 3 - 5 GCEI Conference Jekyll Island Convention Center
March TBD GCEI Regional Training Location TBD (SE Georgia)
April 30 - 28 ACCG Conference - Savannah
May TBD GCEI Regional Training Location TBD (NW Georgia)
June 25 - 25 GMA Convention - Savannah
July None
August 6 - 7 GCEI Regional Training UGA Gwinnett Campus - Lawrenceville
September 8 - 10 - Athens
November 8 - 9 GCEI Regional Training - Albany
December None

14