



NEW YORK STATE MUNICIPAL CLERKS INSTITUTE

AT THE ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS & POLICY, UNIVERSITY AT ALBANY



Rockefeller College of Public Affairs & Policy will be hosting online courses for the Certified Municipal Clerks (CMC) and the Master Municipal Clerks (MMC) training programs. Clerks seeking professional certification through the International Institute of Municipal Clerks (IIMC) as well as other municipal officials seeking professional development are welcome to participate. Clerks will be able to earn four points in the spring semester. Courses will be offered live via Zoom 4-6pm.

SPRING 2021 ONLINE COURSES

January 27, 2021

KNOWING YOUR NETWORKS: BUILDING RELATIONSHIPS TO FURTHER PERSONAL AND ORGANIZATIONAL GOALS

Instructor: R. Karl Rethemeyer, Dean, Rockefeller College of Public Affairs and Policy

The purpose of this course is to have participants think about the concept of networks and networking in a rigorous fashion using ideas drawn from the study of groups and organizations. Once a common set of ideas and a symbolic language for understanding social networks is introduced, participants will then go through an exercise to draw a visualization of their professional social network. Using these visualizations, participants will complete a set of exercises to think about which professional resources are plentiful and which are scarce in their network and why that might be. Finally, participants will learn how networks can be extended and "improved" through professional networking.

February 10, 2021

CENSUS DATA AND DEMOGRAPHICS

Instructor: David Kraiker, Data Dissemination & GIS Specialist

Course will present the necessary concepts to understand differences between a Decennial (10-year) Census, Population Estimates, and American Community Survey. It will highlight some of the tables and variables that may be drawn from the American Community Survey, as well as show how to use the data.census.gov portal. Course will apply information to New York State scenarios and geographies (town, village, city) and will give take-home assignment (with cheat sheet!) to attendees for further practice.

February 24, 2021

LEADERSHIP

Instructor: Eugene Monaco, Executive Director, Professional Development Program

Today's municipal clerks are implicit leaders who can influence and implement improvements and innovation in day-to-day governmental operations. An understanding of learning styles can enhance working relationships that result in meaningful systemic change. Through the case study exercise, participants will apply new knowledge and understanding of learning styles to a fictional master municipal clerk's goal of implementing a comprehensive electronic records management system.

March 24, 2021

LEVERAGING DIVERSITY AND INCLUSION PRINCIPLES

Instructor: Lakia Green, Professional Development Program

An understanding of diversity and inclusion principles is essential to operating successfully in a municipal environment. In this course, participants will be introduced to essential diversity concepts, including a discussion of the importance of diversity and inclusion principles in the workplace. Participants will then learn about the four diversity perspectives, and practice how to use these perspectives to foster a more inclusive environment. During this course, participants will have opportunities to apply the principles learned in class to real-world scenarios.

REGISTRATION

Online Courses: \$50

Scholarships may be available! Check with your State and Regional Associations for more information.

Registration information and Institute details are forthcoming, pending approval from the IIMC and Office of the New York State Comptroller. If you are interested in participating in online courses, **please click here** for more information.

