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New Jersey State League of Municipalities

## MUNICIPAL GOVERNMENT RESEARCH

As soon as funds become available, Stevens is planning to start the preparation of a series of handbooks about the content, functions and legal aspects of the jobs of municipal officials. These handbooks will not only be most valuable to officials for ready reference but will also be important for classroom material.

## MUNICIPAL CONSULTING SERVICE

Stevens Institute of Technology is establishing as a division of its Program in Municipal Government, a consulting service whose advice, aid and assistance is to be available to New Jersey municipalities and their officials both for daily problems as they arise, for exhaustive surveys of particular existing or potential problems, and for a check-up of the municipalities and their functioning.

This service will be given through a staff of competent experts with practical experience, supplemented by outside experts who are recognized in their field.

The day-to-day service will be available on a retainer basis plus charges for the time spent by the staff. The consulting service on specific problems will be on a contract basis.

Since Stevens is a non-profit institution limited to educational purposes, it will render these professional services at cost.

Professor Volcker is to direct the operation of this service.

*Prof. Volcker*

For  
Municipal Officials,  
Municipal Employees  
and Municipalities

## Program of Courses and Research in Municipal Government at

STEVENS INSTITUTE OF  
TECHNOLOGY

HOBOKEN, N. J.



*In cooperation with:*

AMERICAN PUBLIC WORKS ASSOCIATION  
(Metropolitan Chapter)

ASSOCIATION OF MUNICIPAL ASSESSORS  
OF NEW JERSEY

MUNICIPAL FINANCE OFFICERS' ASSOCIATION  
OF NEW JERSEY

NEW JERSEY STATE LEAGUE OF  
MUNICIPALITIES

SPRING 1951

## A CONTINUING PROGRAM

Continuing the successful program started in the fall of 1950, Stevens Institute of Technology, in cooperation with the four organizations of municipal officials listed on the cover, plans to offer the following courses designed particularly for officials and employees of local government. The purpose of the courses is to help officials in the conduct of the affairs of their municipalities. The courses will appeal both to elected as well as appointed officials and to employees. However, other qualified persons will be admitted. Recognized experts in their fields are to be the instructors. Classes will be limited in size to about thirty students to promote discussion. For non-credit students appropriate certification will be issued.

Courses will meet once a week for sixteen weeks, except as noted, starting the week of February 5, 1951. Each session lasts about two hours. Application for registration may be made by mail at any time prior to January 29th by sending in the form below. All courses are eligible for the G. I. Bill.

## COURSES

### MUNICIPAL ADMINISTRATION

The municipality and its relation to the state, county and federal governments; the growth and increasing complexity of municipal and regional problems. A study of the financial practices of municipalities including bonding, debt limits and budgets. A survey of the functions and administration of municipal government including such functions as assessing, tax collections, fire and police, public works, building inspection, sanitation, recreation, housing, health and welfare, reporting, public relations. (Second Semester)

Instructor: Professor Paul A. Volcker, formerly Municipal Manager of Teaneck, N. J. Class meets Tuesdays, 6:15 - 7:50 p.m. Fee \$31.00. Qualified students may apply for graduate credit. (This course may be entered in the second semester.)

*Comment: A two-term course for public officials to give them a bird's eye view of the functioning of all the departments of a municipality, and the relationship of municipalities to county and state governments. This course is particularly valuable for experienced officials who have become over-specialized or for newly elected or appointed officials, who wish to acquire quickly a basic knowledge of the whole field so that they can do their jobs better.*

### PUBLIC WORKS ADMINISTRATION

This course deals with the administrative and operating problems of water supply, refuse collection and disposal, street cleaning and snow removal, sewage works, insect and weed control, street construction and maintenance, and airport management. (Fall course repeated.)

Instructor: William S. Foster, Engineering Editor of "The American City".

Class Meets Mondays, 6:30 - 8:30 p.m.  
Fee \$28.00.

*Comment: A one-term course designed for policy forming and administrative officials in the field of public works or as a refresher for operating officials. The objective of the course is to make it possible for these officials to acquire a common ground of understanding with the technical man who is responsible for the details. Emphasis will be on the administrative aspects, but will also provide basic engineering material needed for a fuller understanding of the job.*

### SURVEY OF MUNICIPAL FINANCE

A survey course in municipal finance emphasizing the general principles and practices and not the accounting aspects. It will cover such subjects as the sources of state and local taxes, state aid for municipalities — how collected and distributed, the collection of taxes, the New Jersey bond and budget acts, budget preparation, budget control, municipal debt, purchasing — competitive bidding, emergency appropriations, pre and post audits, and reading financial reports. (12 weeks)

Instructor: E. K. Price, Assistant Chief Auditor, Department of Local Government of the State of New Jersey.

Class meets Fridays, 7:00 - 9:00 p.m.  
Fee \$21.00.

*Comment: A one-term course for elected and administrative officials and employees, as well as interested citizens, who are interested to obtain a basic knowledge of the law and general practices applying to municipal finance.*

## COURSE DESCRIPTION

### MUNICIPAL ASSESSING PRINCIPLES - I

The position of the assessor in municipal government; duties of the assessor; the assessor as a public relations representative of the governing body; the administrative and executive functions of the assessor; his relationship to county and state boards of taxation; the importance of proper office records; legal interpretations; exemptions, principles of valuation; equalization; and the effect of ratables on debt limits and state aid. (The class will be conducted by means of lectures, classroom and study group discussions.)

Instructor to be announced.

Class meets Fridays, 7:00 - 9:00 p.m.  
Fee \$28.00.

*Comment: A one-term introductory course designed particularly for municipal assessors who are anxious to learn how to do their jobs better thus greatly benefiting the municipality for which they work. It is anticipated that the course will also be of great interest not only to assessors but also to students of assessing, governing officials, members of county and state tax boards, representatives of business corporations, real estate men and others who are vitally concerned with municipal assessing. It is planned that this course is to be followed by an advanced course in assessing in the Spring of 1952.*

MUNICIPAL GOVERNMENT PROGRAM  
Stevens Institute of Technology  
Hoboken, N. J.

Kindly send me registration forms for

.....  
(COURSE)  
Name .....  
(LAST) (FIRST) (MIDDLE)  
Address .....  
(NO. STREET) (CITY OR TOWN) (STATE)  
Position .....  
Municipality or Organization .....