



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

## **ELECTED OFFICIALS' MANAGEMENT FOR RURAL UTILITIES**

**ONLINE Training:** March 2- March 10, 2023

The State of Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs through the Rural Utility Business Advisor (RUBA) program is sponsoring an Elected Officials Management for Rural Utilities class online. In response to survey responses from our communities indicating online trainings would be a beneficial the RUBA program is now offering utility management courses online. The Elected Officials Management for Rural Utilities online training runs from March 2 to March 10, 2023.

**WHAT WILL I LEARN?** The skills and knowledge needed for elected officials' management of a small water and wastewater utility. Topics include an overview of government, roles and responsibilities, meetings, ordinances and resolutions, policies and procedures, financial management, and sustainability.

**WHO SHOULD TAKE THIS 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.

**BENEFITS OF A TAKING A RUBA COURSE:** RUBA free training courses can help an organization's staff be more successful in their job and earn the community Best Practice Program points for state and federal grants. Best Practice scores account for 15% of the points possible for SDS project scoring and 40% of the points possible for CIP project scoring. Water/Wastewater operators can also earn 3.2 core CEUs for taking a RUBA training course.

The new course format is a mix of online reading and exercises combined with daily interactive video teleconferencing. Participants will need a good Internet connection, video camera, headset with a microphone, and a quiet workspace to interact with the other participants through video teleconferencing. You may want to consider childcare for the time you are on the **two-hour** daily video calls.

If you have questions or want to test your computer's capability, please contact Jed Cox, LGS III, at (907) 269-4614.

### **Bandwidth Requirements:**

- 800kbps/1.0Mbps (up/down) for high quality video.
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)

- Receiving 1080p HD video requires 2.5mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

To check your bandwidth, you can go to <https://fast.com/>

### **Recommended Software:**

#### **Windows Machines:**

- Google Chrome, Firefox
- Most current version of Java installed on with all other versions fully removed
- Most current version of Adobe Flash installed
- Pop-up blocker disabled
- Third-party toolbars disabled

#### **Apple Macintosh:**

- OSX Tiger, Leopard, Snow Leopard, or higher version
- Safari 3.0 or higher for your browser (Or utilizing the Mac versions of Chrome or Firefox)
- Pop-up blocker disabled
- Third-party toolbars disabled

HOW DO I REGISTER? You may register by clicking the link below to register.

**DEADLINE FOR REGISTRATION IS FRIDAY February 17 at 1:00PM**

**Register at** <https://arcg.is/0KXv0L>

Contact Jed Cox at [jed.cox@alaska.gov](mailto:jed.cox@alaska.gov)  
or your Local Government Specialist if you have any questions.



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