



PSAB Classroom Training

All PA Municipal Governments are invited to participate.

Your Role as a Municipal Secretary/Administrator (2-day)

This two-day course was developed for newly hired personnel and experienced staff members interested in professional development and networking opportunities to learn new techniques and improve skills. Day one will include information on how local government is organized and its function, important municipal codes, key functions of the Secretary/Administrator, meetings, legislation, public notices, records management, citizen relations plus professional resources. Day two includes records, reports and financial management, communicating with elected officials, the sunshine act plus a best practices review. This training fee will include two webinars developed for this audience to help with state report filing and basic planning & zoning administration. *This training is endorsed by PAMA members of the organization are eligible for the member rate.* www.pamunicipaladministrators.org

Schedule: 9:00-4:00pm lunch and breaks included (both day's) \$225 members & \$275 non-members

Nov 29 & 30 Lehigh Co.	Nov 29 & 30 Westmoreland Co.
Macungie Institute 510 E. Main St. Macungie, PA 18062 610-966-7830	Courtyard by Marriott 700 Power Line Drive Greensburg, PA 15601 724-834-3555

2018 Newly Elected Municipal Officials Boot Camp (21 locations to choose from)

This course is developed for all elected and appointed municipal officials.

Welcome to public office! As an elected official, you'll enact ordinances and resolutions, adopt budgets and levy taxes, guide the future growth of your community and respond to a wide variety of citizen ideas and concerns, all while staying on top of the latest state laws and regulations. The opportunities are great, but so are the complexities of being a local government official. This 2-day workshop will give you an overview of the basics – the things you need to know right now – and help you look at the big picture of local government in your community. You'll also learn while sharing information with your peers and take home a wealth of resources to use in the coming year. It's a great refresher for the not-so-new official too, so bring the whole team from your community. **Ask about group discounts!**

Schedule: 9:00 – 4:00pm lunch and breaks included both day's \$135 members & \$185 non-members

2018 January 12 & 13	Dauphin Co. The Central Hotel & Conference Center 800 East Park Dr. Harrisburg, PA 717-561-2800	Delaware Co. Best Western 780 Baltimore Pike Glen Mills, PA 610-358-9400	Erie Co. Hilton Garden Inn 2225 Downs Dr. Erie, PA 814-866-1390
January 19 & 20	Luzerne Co. Hilton Garden Inn 242 Highland Park Blvd. Wilkes-Barre, PA 570-820-8595	Washington Co. Doubletree by Hilton 340 Racetrack Road Washington, PA 724-222-6200	Clearfield Co. Holiday Inn Express 1625 Industrial Park Rd. Clearfield, PA 814-768-7500

(over)

January 26 & 27	Chester Co. Courtyard by Philadelphia Coatesville/Exton 600 Manor Road Exton, PA 484-784-4185	Allegheny Co. Doubletree by Hilton 101 Mall Blvd. Pittsburgh 412-373-7300	Bucks Co. Sheraton Bucks Co. 400 Oxford Valley Rd. Langhorne, PA 215-547-4100
February 2 & 3	Lancaster Co. Eden Resort 222 Eden Road Lancaster, PA 717-560-8400	Blair Co. Fairfield Inn Marriott 2915 Pleasant Valley Blvd. Altoona, PA 814-946-0422	Mercer Co. Hampton Inn & Suites 4 Holiday Blvd. Mercer, PA (724) 748-5744
February 9 & 10	York Co. Four Points by Sheraton 1650 Toronita St. York, PA 17402 717-846-4940	Centre Co. Days Inn State College 240 S. Pugh St. State College, PA 814-238-8454	Cambria Co. Holiday Inn Express 1440 Scalp Avenue Johnstown, PA 814-266-8789
February 16 & 17	Bradford Co. Fairfield Inn & Suites 1248 Golden Mile Road Towanda, PA (570) 265-5553	Berks Co. Doubletree by Hilton Hotel Reading 701 Penn St. Reading, PA 610-375-8000	Adams County Wyndham Gettysburg 95 Presidential Circle Gettysburg, PA 717-339-0020
March 2 & 3	Potter Co. Gunzburger Bldg. 1 N. Main St. Coudersport, PA 814-274-8290	Montgomery Co. Delaware Valley Trust 719 Dresher Road Horsham, PA 267-803-5720	Butler Co. Regional Learning Alliance 850 Cranberry Woods 724-741-1000

For more information and to register online, visit PSAB's website

www.training.boroughs.org

or call Terri at 800-232-7722, Ext. 1042