

Call for Financial Instructors and Experts

Saddleback College and MuniServices are seeking qualified professionals to provide classroom instruction and subject matter expertise for the newly launched **Municipal Financial Management (MFM) Certification program**. Applicants must have classroom instruction and/or field experience in one or more of the subject areas of focus. Applicants who meet the minimum qualifications will be placed on an “Approved Instructor” list to be assessed by the MFM Steering Committee to provide instruction.

By becoming a MFM instructor, an individual will receive financial compensation, gain increased visibility among their peers, and become an invaluable resource to the next generation of municipal financial leaders.

Instructor applications for the inaugural cohort are now being accepted. Applications for subject matter experts (“guest speakers”) are being accepted on a rolling basis. Applicants must indicate course preference or subject matter they would like to contribute to.

If you have questions, please contact **Julia Erdkamp, MPA (Program Committee Chair)** at Education@MuniServices.com.

Background

Sponsored by MuniServices and with the invaluable support of the California City Management Foundation (CCMF) and Municipal Management Association of Southern California (MMASC), Saddleback College is hosting the Municipal Financial Management Certification program, which provides students with the critical intersection of strategy, leadership, and finance tools.

Course Topics Include:

- Tax Policy and Revenue Streams
- Budget Administration with a Strategic Mindset
- Financing Options for Municipal Entities
- Investment Strategies
- Effective Communication, Collaboration and Leadership in Local Government (Capstone)

Minimum Qualifications

Instructor applicants should meet the following minimum criteria:

- Experience providing instruction/training or conducting presentations directly related to the course topics mentioned.
- Two or more years of employment related to the training topic(s) for which the applicant is seeking to instruct (e.g., budget administration, investment strategies for local government, funding options for local government). Executive-level experience preferred.
- A Bachelor's degree.
- Two or more references that may be contacted.
- Familiarity with state and local policies related to the subject matter.
- Willingness to travel to Saddleback College in Mission Viejo where courses are held.

Compensation

- Instructors will be compensated no less than \$1,500 per course.

How to Apply

- Applicants may apply by visiting www.MuniServices.com/Education and filling out the online form.

2016/17 Tentative Program Schedule (Class Dates)

Each class will take place on-site at Saddleback College in Mission Viejo, California. All classes occur on Saturdays for convenience of both instructors and students. Courses will be a hybrid format: a combination of in-person instruction and online participation. Each course includes two days of in-person instruction (two Saturdays, 9:00 am – 4:30 pm) and one “virtual check-in” (i.e. web/video meeting).

Course 1: Tax Policy and Revenue Streams

August 27

September 24

Course 2: Budget Administration with a Strategic Mindset

October 8

November 5

Course 3: Financing Options for Municipal Entities

November 19

December 17

Course 4: Investment Strategies

January 7

February 4

Course 5 (Capstone): Effective Communication, Collaboration and Leadership in Local Government

February 18

March 18

**** Note: dates for Spring/Summer 2017 Program will be determined at a later point in time**