

## **FOREWORD FROM THE MISSISSIPPI MUNICIPAL LEAGUE**

I am pleased to recommend this very useful book to all municipal officials. This volume, which represents a continuing effort by the Center for Governmental Training & Technology in the Mississippi State University Extension Service to provide orientation and up-to-date information for city officials, is the type of educational information supported by the Mississippi Municipal League.

The challenges of public office are great. New municipal officials will find this book an excellent introduction to municipal affairs and a continuing reference source; returning officials will find this publication an excellent update on municipal law and practice.

The Mississippi Municipal League pledges its continued effort to strengthen the ability of municipal governments to better serve their citizens.

November, 2001

Rosemary G. Aultman  
Mayor of Clinton

President, Mississippi Municipal League

## **FOREWORD FROM THE MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE**

Like the cities of our state, the Mississippi State University Extension Service exists to provide services which improve the lives of Mississippians. In addition to the programs we provide in the areas of agriculture and natural resources, family and consumer education, 4-H youth development, and enterprise and community resource development, the Extension Service, through the Center for Governmental Training & Technology (CGT), provides three major types of services to local governments – education and certification programs for elected and appointed officials, specialized publications, and technical assistance.

The CGT currently serves the educational needs of the following associations of local government officials: Mississippi Association of Supervisors, Mississippi Municipal League, Mississippi Association of County Board Attorneys, Municipal Clerks and Tax Collectors Association of Mississippi, Mississippi Chancery Clerks Association, Mississippi Association of County Administrators/Comptrollers, Building Officials Association of Mississippi, Mississippi Assessors and Collectors Association, Mississippi Chapter of International Association of Assessing Officers, and the Mississippi Association of County Engineers. The Center works with these associations to plan and implement a variety of educational programs, seminars, and workshops.

In cooperation with the State Department of Audit and the State Tax Commission, the CGT manages legislatively-mandated certification programs for county purchase clerks, receiving clerks, inventory control clerks, and tax assessors and manages professional education programs for county supervisors and county administrators. The Center's Certification Program for Municipal Clerks-Tax Collectors and Certified Appraiser School are nationally-recognized. The CGT assists the Office of the Secretary of State in implementing a training program for municipal election officials and works with the Mississippi Emergency Management Agency to provide seminars and workshops for local government and emergency management officials in the areas of emergency preparedness and emergency management.

The Center also works in the area of leadership development to provide leadership training programs for citizens and local government officials. More than 200 individuals have received intensive training in principles of leadership, communications, community development, and state and local government through CGT leadership programs.

Technical assistance is provided by the Center to counties and municipalities in such areas as general management, financial administration, personnel administration, leadership development, economic development, community facilities and services, and solid waste management. Technical assistance is provided on a "time available" basis.

Through these activities, the CGT assists local government officials, local units of government, and associations of local government in their efforts to improve governance at the grassroots and delivery of services to the citizens of Mississippi. The Center does not take an advocacy role in the business, legislative, or political affairs of the local governments or local government associations with which it works.

Our commitment to do whatever we can to improve service delivery by local government is as strong as ever. This book is dedicated to that end.

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Joseph H. McGilberry, Interim Director  
Mississippi State University Extension Service