

## **COURSE II.**

### **Management Concepts in Election and Voter Registration Administration**

(1½ days, 9 hours of instruction)

#### I. The Task of Administration

- A. Understanding the myth of the politics/administration dichotomy
- B. Internal management dynamics
- C. External management dynamics

#### II. What's Different About Public vs. Private Sector Management?

- A. Legal distinction
- B. Process distinction
- C. Environmental differences (the government environment)

#### III. Managing in An Organized Anarchy

- A. What is an organized anarchy?
- B. Working out the many myths of management
- C. Effective tactics for managing an organized anarchy

#### IV. The Special Nature of Elections/Registration Administration

- A. 1990's democratic theory
- B. Democracy as a dependent child
- C. Multiple constituents vs. ultimate constituents

#### V. Professionalism

- A. Attributes of the profession
- B. Public service professions

C. Steps toward professionalization

VI. Breaking Out of the Box

A. No more ostrich leadership

B. NIHYYSOAB

C. Entrepreneurial management

VII. Upon Return to the Office