

CENTER FOR
GOVERNMENT SERVICES

TRAINING, RESEARCH, AND SERVICES
for New Jersey local and state government

CGS PROGRAMS

- Affordable Housing Professionals
- Assessment Administration
- Code Enforcement
- County Administrators' Programs
- Educational Facility Management
- Elected Officials
- Executive Director Education/PHADA
- Financial Management
- Hotels and Multiple Dwellings
- Municipal Clerks
- Planning and Zoning
- Public Housing and Municipal
Redevelopment
- Public Purchasing
- Public Safety
- Public Works
- School Transportation Supervisors
- Tax Collection

CGS is Going Green!

We're excited to announce that we are going green! Printed brochures will no longer be mailed, but the course schedules will continue to be posted on each program's page.

Information on our programs, upcoming courses and special events can be found exclusively on our website.

<https://cgs.rutgers.edu>

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES
Rutgers Lifelong Learning Center
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901

CENTER FOR
GOVERNMENT SERVICES
IN COOPERATION WITH THE
NEW JERSEY
ASSOCIATION OF COUNTIES

**NEW JERSEY
COUNTY ADMINISTRATORS
BASIC CERTIFICATE PROGRAM**



**October 16 & October 23, 2020
Rutgers University
Online Program**

RUTGERS
Continuing Studies

COUNTY ADMINISTRATORS BASIC CERTIFICATE PROGRAM

Rutgers University Center for Government Services, in cooperation with the New Jersey Association of Counties, is pleased to present a certificate program on county administration designed to enhance the operational and functional knowledge of county administrators and professional staff.

This two-day Basic Certificate Program covers essential components in the administration of county government. Sessions on management challenges, public procurement, county fiscal affairs and ethics provide an overview of these important day-to-day issues and operations.

Instructed by experienced professionals in their respective fields, the sessions bring real-life applications and insight to the implementation of daily operations and challenges.

This program has been specifically designed to address the needs and interests of administrators, managers and administrative staff working in county government.

The Division of Local Government Services, DCA has approved continuing education credits for CCPO, CCFO, CMFO, and QPA recertification, as indicated on the agenda.

Online Program

Fridays, October 16 & October 23, 2020

9:00AM - 4:00PM

\$670.00

Course ID: CT-7301-FA20-1

Webinar link will be sent after registration is completed.

CONTACT INFORMATION

**Rutgers Lifelong Learning Center
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848-932-4731
<https://cgs.rutgers.edu>**

COUNTY ADMINISTRATORS BASIC CERTIFICATE PROGRAM

AGENDA

Friday, October 16

8:45AM - 9:00AM: **Check-in, registration**

9:00AM - 12:00N: **Public Procurement**

Anna Marie Wright, QPA/CCPO
Purchasing Agent, Camden County

Recertification Credit, 3 Contact Hours:

*CMFO/CCFO: Financial/Debt Management, RMC: Finance,
CPWM: Government, QPA: Procurement Procedures*

12:00N - 1:00PM: **Lunch break**

1:00 PM - 4:00 PM: **County Fiscal Affairs**

Joseph Luppino, CPA

CFO/Treasurer, Bergen County

Recertification Credit, 3 Contact Hours:

CCFO: County Fiscal Affairs

Friday, October 23

8:45AM - 9:00AM: **Check-in, registration**

9:00AM - 12:00PM: **Management Challenges**

John Bonanni

Administrator, Morris County

Anthony J. De Nova III

Administrator, Passaic County

Recertification Credit, 3 Contact Hours:

*CMFO/CCFO: Office Management/Ancillary Subjects,
RMC: Professional Development, CPWM: Management,
QPA: Office Administration/General Duties*

12:00N - 1:00PM: **Lunch break**

1:00PM - 4:00PM: **Ethics**

Stephanie R. Bush-Baskette, Esq., Ph.D.

Former Commissioner, NJ DCA

Recertification Credit, 3 Contact Hours:

CMFO/CCFO, CTC, RMC, CPWM, QPA: Ethics

REGISTRATION INFORMATION

Enrollment Policy

Center for Government Services has temporarily suspended mail-in, fax, and in-person registrations. For registration information please visit our website at <https://cgs.rutgers.edu/registration-information>

Online registrations (with credit card or e-check only) are currently accepted. Click on the "Register Now" button in the left column of the registration page.

Purchase orders/vouchers and registration forms must be sent together and e-mailed to Lou Demian at ldemian@docs.rutgers.edu. Registration form can be found on the right side of the registration page under Downloads/Links.

Before a student is officially enrolled in a course, payment must be authorized or secured. A student who has a delinquent account with CGS will not be permitted to enroll in any additional courses offered by the Center until the delinquency is resolved.

All registrations for online/distant learning courses must be received **NO LATER** than two business days before the class begins. Late registrations will not be accepted.

All course manuals and materials for online courses are delivered electronically only.

Webinar link and invitation to download handouts will be sent after registration is completed.

Class Cancellation Policy

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund or exercising the option to enroll in another course that is offered during the same semester.

Certificates

Certificates are mailed to students after completion of each course. They will not be issued if any fees are delinquent.