

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

**THE POWERS & DUTIES OF THE
MUNICIPAL GOVERNING BODY**

FALL 2020



TWO OFFERINGS

**Saturday, October 3, 2020
&
Wednesday, October 14, 2020**

**Rutgers University
Online Program**

RUTGERS
Continuing Studies

THE POWERS & DUTIES OF THE MUNICIPAL GOVERNING BODY

Rutgers University Center for Government Services is pleased to present a program for elected municipal officials. This seminar provides governing body members with an overview of municipal government and the multitude of challenges affecting its efficient, timely and ethical operations.

The six-hour seminar covers essential components of the administration of municipal government. It familiarizes students with the breadth and depth of governing body responsibilities. It also provides basic information about the legislative, regulatory, financial, legal, and ethical environments in which municipal governments exist. Most importantly, it imparts a sense of when to question the administrative processes that involve the participation of the governing body.

Instructed by an experienced professional, the session brings real-life applications and insights to better understand the nuances of public service in government.

This program has been specifically designed to address the needs and interests of elected officials serving in their respective communities.

INSTRUCTOR

Gregory Bonin, Administrator, Branchburg Township

Online Program

Saturday, October 3, 2020

Course #EO-2001-FA20-1

- or -

Wednesday, October 14, 2020

Course #EO-2001-FA20-2

9:00 AM - 4:00 PM

Fee: \$200.00

Webinar link will be sent after registration is completed.

THE POWERS & DUTIES OF THE MUNICIPAL GOVERNING BODY

AGENDA TOPICS

- ◇ Forms of Municipal Government
- ◇ Policy Making & Implementation
- ◇ Organization & Administrative Codes
- ◇ Management Challenges
- ◇ Budgeting
- ◇ Taxation
- ◇ Financial Controls
- ◇ Staff Relationships
- ◇ Labor Relations
- ◇ Contract Negotiations
- ◇ Planning & Zoning
- ◇ Open Public Meetings Act
- ◇ Open Public Records Act
- ◇ Ethics

CONTINUING EDUCATION CREDIT

CMFO/CCFO: *Budgeting (1), Financial/Debt Mgt (1), Office Mgt/Ancillary (3), Ethics (1)*

CTC: *General/Secondary (3), Ethics (1)*

CPWM: *Management (3), Government (2), Ethics (1)*

RMC: *Finance (2), Prof Development (3), Ethics (1)*

QPA: *Office Admin/Gen Duties (5), Ethics (1)*

CONTACT INFORMATION

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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.