

NEW JERSEY 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. To receive program certificate and CEUs, participants must attend both program days.

Rutgers Online Program

Fridays, October 20 & October 27, 2023

9:00AM - 4:00PM

\$670.00

Course ID: CT-7301-FA23-1

Webinar link will be sent after registration is completed.

CONTACT INFORMATION:

**Rutgers Lifelong Learning Center, 3 Rutgers Plaza, 3rd Floor
chaban@rutgers.edu, 848-932-4731**

<https://cgs.rutgers.edu/programs/county-administrators>



AGENDA

Friday, October 20

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

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

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

Recertificatn Credit, 3 Contact Hours:

CMFO/CCFO: Financial/Debt Management, RMC: Finance,

CPWM: Government, QPA: Procurement Procedures

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

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

Joseph Luppino, CPA, CFMO

Recertification Credit, 3 Contact Hours:

CCFO: County Fiscal Affairs

Friday, October 27

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

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

Eve Cullinan

Administrator, County of Burlington

Teri O'Connor

Administrator, Monmouth County

Recertification Credit, 3 Contact Hours:

CMFO/CCFO: Office Management/Ancillary Subjects,

RMC: Professional Development, CPWM: Management,

QPA: Office Administration/General Duties

12:00pm - 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 button can be found on the left side of the registration page.

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.

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

<https://cgs.rutgers.edu>