

RUTGERS

Edward J. Bloustein School
of Planning and Public Policy

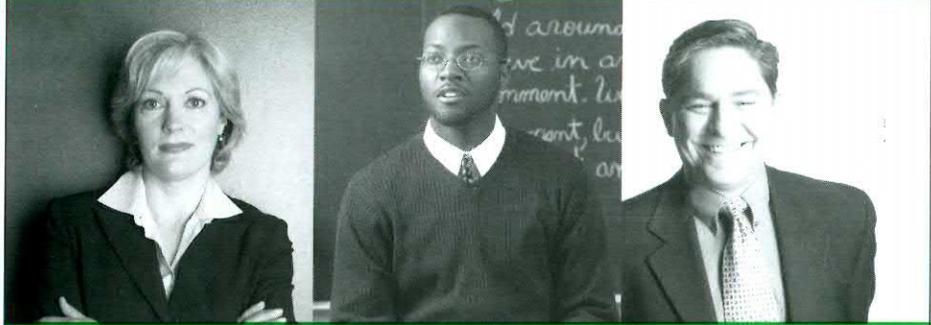
Center for Government Services
Edward J. Bloustein School of Planning and Public Policy
Rutgers, The State University of New Jersey
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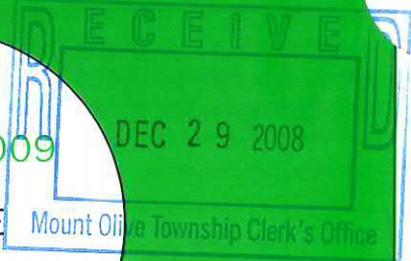
**MUNICIPAL ELECTED OFFICIALS
TRAINING PROGRAMS**



SPRING 2009

COURSE

SCHEDULE



RUTGERS

Edward J. Bloustein School
of Planning and Public Policy

Co-sponsored by the
CENTER FOR GOVERNMENT SERVICES and the
NEW JERSEY STATE LEAGUE OF MUNICIPALITIES

General Description of Certificate Program

As governing becomes increasingly complex, elected officials are confronted with challenging issues relating to the financial stability, health, and welfare of their communities. Learning to govern efficiently, ethically, and wisely requires considerable time, effort, and education on the part of the elected official.

Elected officials now have an opportunity to participate in a special certificate program that offers an orientation for elected officials. The program provides advanced training on fundamental issues and those of current interest. Enrollment is open to all elected municipal officials—those newly elected as well as those with experience.

Elected officials who complete the program requirements will receive a certificate from Rutgers University's Center for Government Services. This certificate is evidence of the official's commitment to become a more effective member of the governing body through education, networking, and remaining current on municipal government issues.

Interested citizens and potential candidates are also welcome to register for the courses. However, the certificate will only be issued to those who are duly elected, have attended 80 percent of each course or seminar, and have paid all fees. Intention to complete the certificate program is not a requirement for enrollment. Everyone is welcome to choose among the programs as their needs and interests require.

Certificate program information is distributed in each class. Interested applicants can also receive a certificate application form by calling the Center at 732/932-3640, ext. 644.

The Certificate Program requires completion of the following:

Overview Course (Required): 15 Hours

Powers and Duties of the Municipal Governing Body

Core Seminars (3 Required): 4 Hours Each

Municipal Finance for Elected Officials

Ethics for Elected Officials

Planning and Zoning for Elected Officials

Elective Seminars (2 Required): 4 Hours Each

Capital Budgeting and Financing

Conducting a Public Meeting

Labor Relations for Elected Officials

Local Property Taxation for Elected Officials

Municipal Budget Process for Elected Officials

Municipal Government Insurance Issues

Public Purchasing for Elected Officials

Public Relations for Elected Officials

Officials who have previously completed the Powers and Duties of the Municipal Governing Body or seminars given by the Center on any of the topics listed may be "grandfathered" into the program. Call the Center at 732/932-3640, ext. 644, for a transcript listing completed courses.

OVERVIEW COURSE

Powers and Duties of the Municipal Governing Body

This basic course serves as an orientation for newly elected officials and a refresher for experienced officials.

This basic course covers the following topics:

- Forms and Structure of Municipal Government
- The Role of the Governing Body in Municipal Finance
- Organization, Administration and Policy-Making
- Relationship of the Governing Body with the Public, Professional Staff, Boards and Agencies
- The Regulatory and Supervisory Role of the State
- Municipal Purchasing and the Local Public Contracts Law
- The Governing Body and Labor Issues
- Municipal Land Use Planning Process
- Ethical Issues and Civil and Criminal Liability

Course No. 9086G	Saturdays, 3/7, 14, 21	9:15a.m. – 2:15p.m.
	Franklin Township (Gloucester County): Franklinville Community Center 584 Coles Mill Rd. Instructor: Edward M. Sasdelli, Administrator, Township of Hamilton (Atlantic County)	
Course No. 9086H	Saturdays, 3/7, 14	8:30a.m. – 4:30p.m.
	New Brunswick: Rutgers University, Bloustein School, 33 Livingston Ave. Instructor: Suzanne Veitengruber, RMC/CMFO	
Course No. 9086I	Saturdays, 4/18, 25, 5/2	9:00a.m. – 2:00p.m.
	Toms River: Intermediate School East, 1519 Hooper Ave. Instructor: Philip M. Cerria, Former Mayor, Councilmember, Municipal Clerk Township of Woodbridge	
Course No. 9086J	Wednesdays: 3/25, 4/1, 15, 22, 29	7:00p.m. – 10:00p.m.
	Paramus: East Brook Middle School, Room E-2, Spring Valley Road Instructor: Robert Shannon, Administrator, Town of Wyckoff	
Course No. 9086K	Saturdays: 4/18, 25	8:30a.m. – 4:30p.m.
	Morris Plains/Parsippany: Morris County Public Safety Training Academy 500 West Hanover Avenue Instructor: Suzanne Veitengruber, RMC/CMFO	
Course No. 9086L	Thursdays/Saturdays ⁺ : 4/23, 25 ⁺ , 30, 5/2 ⁺ , 7	7:00pm – 9:30pm; ⁺ 8:30a.m. – 12:30p.m.
	Summit: City Hall, Whitman Community Rm., 2nd Floor, 512 Springfield Ave. Instructor: Reagan Burkholder, Former Administrator, City of Summit	

15 Hours

Tuition: \$360.00