

NEW JERSEY DEPARTMENT OF
COMMUNITY AFFAIRS



Top Five Things to Know About: Certification

1. Officials Certified by the Division of Local Government Services

- *CMFO* - Certified Municipal Finance Officer
- *CTC* - Certified Tax Collector
- *RMC* - Registered Municipal Clerk
- *CPWM* - Certified Public Works Manager
- *CCFO* - Certified County Finance Officer
- *QPA* - Qualified Purchasing Agent

2. Appointment Requirements

Chief Financial Officer

- Must have *CMFO* certification and be appointed by the governing body
- Term of office is four years commencing January 1st of year of appointment, except if filling unexpired term of previous *CFO*
- In the event of a vacancy, the governing body may appoint an individual who does not hold a municipal finance officer certificate to serve as temporary *CFO* for a one-year term commencing on the date of vacancy, with the option for two additional one-year terms with *DLGS* Director approval (Vacancy appointment can last 3 years total)

CTC

- Must have *CTC* certification
- Term of office is four years commencing January 1st next following date of appointment by the governing body or chief executive officer (as appropriate to form of government), except if filling unexpired term of previous *CTC*
- No vacancy provision

RMC

- Must have RMC certification to be appointed or re-appointed as municipal clerk by the governing body
- Term of office is three years commencing from actual date of appointment
- If an RMC vacates the municipal clerk position, governing body has the option to appoint an individual not holding an RMC certification to serve as "acting municipal clerk" for a period not to exceed one year commencing from the date of the vacancy. An acting municipal clerk may be reappointed for up to two additional one-year terms upon DLGS Director approval. A municipality cannot have an acting municipal clerk for more than three consecutive years.

Principal Public Works Manager

- Required to appoint a CPWM as PPWM
- PPWM acts in advisory capacity
- No specific term
- Up to two-year vacancy provision
- Exemption provision for municipalities that perform little or no PW activities

QPA

- Not mandatory to appoint QPA
- If governing body appoints a QPA, agency can use a \$40,000 bid threshold
- No specific term
- In the event of a vacancy, the governing body or chief executive officer (as appropriate to form of government) may appoint an individual who does not possess a qualified purchasing agent certificate to serve as a temporary purchasing agent for a one-year term commencing on the date of vacancy, with the option for one additional year upon DLGS Director approval (vacancy appointment can last 2 years total)

3. Continuing Education Requirements for Renewal of Certifications

- Certification renewals require continuing education every two years, except for CPWM and QPAs, which are every three years.

4. Tenure is Attained

CFO

- Re-appointment after four consecutive years as CFO
- Must be re-appointed, tenure cannot be attained in the midst of a term
- CFO must file notice of meeting the requirement with the clerk and Division

CTC

- Re-appointment after four consecutive years as a tax collector
- Must be re-appointed, tenure cannot be attained in the midst of a term
- No filing requirement, tenure is automatic once re-appointed

RMC

- Reappointment after having been appointed to an initial three-year term
- No filing requirement, automatic once re-appointed

CPWM

- Upon reaching five years of service, a governing body can pass an ordinance granting tenure to a PW superintendent. Tenure not dependent upon CPWM certification.

5. Removal Procedures

- In all cases, except for CPWM and QPA, only the director of DLGS has authority to remove a tenured person from the position for good cause
- Municipality must bring formal complaint before the Division for removal
- Person is entitled to an administrative hearing, usually before an Office of Administrative Law Judge
- Final decision of Director can be appealed to the Local Finance Board or Superior Court
- Director has authority to initiate an action to revoke or suspend a person's certification if deemed necessary
- For CPWM and QPA, director has authority to initiate action against certification of person in the position, not removal from the position

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