COUNTY GOVERNMENT EDUCATION INSTITUTE
2024 Schedule

County Engineer Disaster Preparedness & Recovery   March 13 – 14
Elective/Continuing Education for Engineers Program

The county engineer plays a critical role in both the immediate aftermath of any local disaster and the cleanup and restoration of services to citizens in the county. In order to be efficient and effective during and following a disaster, the county must have plans in place for how to react once disaster hits the local community. This course offers engineering staff valuable information about disaster mitigation, planning, and recovery, including coordination with the local EMA office and compliance with requirements of state and federal laws and regulations.

Legal Primer – County Roads   April 10 – 11
Elective for Engineers Program
Dual ALGTI Course

County engineers must have a good working knowledge of the county's authority and responsibility for the construction, repair, and maintenance of county roads and bridges. This course provides the engineer with vital information on what is a county road, how the county road system should be maintained, and what prohibitions exist under Alabama law. Additionally, this class offers valuable information on liability, safety, and recordkeeping.

CROAA: Update Class   April 10 – 11
Elective for CROAA Program

This class is designed to keep revenue officers up-to-date on new issues that affect the collection and enforcement of local taxes. This may range from newly passed or potential legislation, recent rule changes, new methods being used by revenue officers, and new tools, such as the newest software. This class is aimed at providing fresh topics for certified county revenue officers seeking continuing education credits but also provides valuable information for those employees working toward their certification.

Finance and Revenue   April 24 – 25
Required class for everyone
Dual ALGTI Course

The county commission is responsible for the financial well-being of the county, and all county employees benefit from an understanding of county revenue and budgetary matters. This course explains the development and management of the county general fund budget, outlines county revenue sources including the collection and distribution of those revenues, and provides an overview of financial management and auditing requirements.

Ethics of County Officials and Employees   May 29 – 30
Required class for everyone
Dual ALGTI Course

It is imperative that all county employees develop a good understanding of Alabama's Ethics Law and its impact on both employees and public officials serving in county government. This course provides county employees with a sound practical understanding of the concept of ethics and a thorough foundation on Alabama's Ethics Law and other constitutional and statutory provisions affecting the actions of county officials and employees both on and off the job.

County Attorney and Administrator Legislative Update   July 17 – 18
Elective/Continuing Education for Administrators

Similar to the County Administration Update class, this new class will provide updates to county attorneys and county administrative staff on laws that were passed during the 2024 Legislative Session.

Personnel Administration   September 11 – 12
Required class for everyone
Dual ALGTI Course

This course is designed to provide agency heads and staff with a better understanding of federal and state employment laws, along with the best training practices on hiring and firing, leave policies, and other personnel issues important to properly and effectively lead a county department or agency.

Communications and Media Relations   October 16 – 17
Shared Elective for ACAA, ACEA, and AAND Programs

This class is designed to provide key county staff with the proper skills to most effectively communicate with the media, the citizens of the county, and other county personnel. In addition, participants will receive intensive training on Alabama's open meetings law, the legal requirements for release of open records, and tips on how best to utilize social media at the local government level.