

October, 2009

**Explore a career choice at
2010 SOMERSET 4-H CAREERS & COUNTY GOVERNMENT DAY
February 4, 2010**

Dear Student:

The Somerset County 4-H Youth Development Program and the Board of Chosen Freeholders are once again teaming up to sponsor a special career program for sixth, seventh, and eighth graders. Since County Government performs many different functions, there are many types of careers represented by it. However, you don't have to be interested in a government job to take part. This day will be a chance for you to try out a *type* of career with in the County that you might be interested in.

Purposes:

- To provide an opportunity for middle-school students to explore career options.
- To introduce youth to functions of Somerset County Government.
- To introduce non-members to the 4-H program.

Here's how it will work:

- Selected participants will start the day at the County Administration Building in Somerville by learning about the county.
- Students will be matched with a County Division that matches a career interest. The students will then spend the day "shadowing" a high-level Division official to learn about that career.
- The day will end around 2:00 pm.

Who can apply?

- All students in sixth, seventh, or eighth grades.
- Both Somerset County 4-H members, and non-members who are county residents.
- Preference will be given to students who have not participated before.

What will it cost?

- There is no charge, **but students must bring their own lunch and provide their own transportation.**
- Students are encouraged (and may be required by some schools) to report to your school class what you did and learned.

- Continued -

Here's how you apply:

- Fill out enclosed application and mail or go to www.4HisTops.org and email completed application to SomersetCounty4H@co.somerset.nj.us
- Completed applications are **due December 4, 2009**.

Selection procedure:

- Participants will be selected based on these criteria:
 - The interest of the student as shown on the application essay.
 - The ability to match student with a related career in a County Division.
 - Preference will be given to students who have not participated before.
- You will be notified whether or not you are selected, by January 8.
- Excuse letters can be written for school if requested.

Sincerely,

Lisa Rothenburger
County 4-H Agent

Enclosure (application)
Description of Divisions

c: Freeholders
Linda VanZandt
JoAnn Vuoso

4-H CAREERS & COUNTY GOVERNMENT DAY

Thursday, February 4, 2010

Application

Name _____

Mailing address _____

City _____ State _____ Zip _____

School _____ Grade _____ Age _____

Telephone _____ Boy _____ Girl _____

Are you a 4-H member? YES NO If yes, club name _____

Please list up to five career interests you might want to explore with in the County (examples: computers, personnel, physical labor, librarian, administrative). Remember, the more options you give, the better chance you can be matched with a County Division!

- 1.
- 2.
- 3.
- 4.
- 5.

In 100 words or less, please describe why you want to participate in 4-H Careers & County Government Day and what you would like to learn (You may write on back or attach separate page if you wish. Please TYPE or PRINT NEATLY):

Parent approval: _____ (signature)

Teacher/principal signature (recommended, but not required) _____

Return no later than December 4, 2009 to:

4-H Careers & County Government Day, Rutgers Cooperative Extension of Somerset County,
310 Milltown Road, Bridgewater, NJ 08807.

SOMERSET COUNTY DIVISIONS

4-H Careers & County Government Day

Adjuster: Responsible for clients receiving services from the State of New Jersey Divisions of Developmental Disabilities. Assigns legal representation for patients and conducts record searches for gun permits.

Aging: Helps elderly people at senior centers, at nursing homes, in their own homes with things like health checkups, insurance forms, home repairs, home-delivered meals, etc.

Bridge Division: Construction, maintenance and repair of all county bridges, guide rails, and dams. Maintenance and repair of county parking lots.

Community Development: Oversees the Community Development Block Grant program funded by the federal government. Monitors all projects receiving grant funds. (Some neat projects around the county.)

County Clerk: Records land records and related legal documents. Processes passport applications, issues County ID cards. Designs sample ballots, machine ballots and mail-in ballots for elections.

Consumer Protection: Mediates complaints from consumers against businesses. Enforces Consumer Fraud Act, issues press releases on safety recalls, conducts annual consumer symposium, provides speakers to local organizations about consumer topics.

Cultural and Heritage Commission: Administers programs and services that preserve, promote and protect the culture and heritage of Somerset County. Administers several arts and history grant programs and the Somerset County Teen Arts Program; and coordinates displays in the Cultural & Heritage Art Gallery.

Office for the Disabled: Helps people with disabilities (sight- or hearing-impaired, physical impairments, mental and emotional disorders) with things like housing, employment, transportation, getting services, etc.

Election Board: Oversees all legislative (national, state, county and municipal) elections and school board elections in the county.

Engineering: Responsible for the design, construction, maintenance and repair of county roads, bridges, and stormwater drainage problems.

Facilities and Services: Maintains all county buildings and grounds. Services include landscaping, plumbing, electrical work, carpentry and general maintenance.

Finance: Prepares the annual county budget. Responsible for the financial affairs of the county.

Comptroller: Responsible for planning, directing and coordinating daily financial activities. Oversees accounting functions for the county. – Part of Finance.

Health: Responsible for the planning of long-term goals and annual objectives for the protection of environmental quality and enhancement of life in Somerset County.

Human Services: Includes Youth Council, which runs programs for teens.

Library: Services include SomerNet, InfoCenter, dial-in access to computer database, on-site Internet access and programs for children and adults.

Management Information Services: Responsible for the design, development and maintenance of computer programs/systems for all county divisions. Oversees, recommends and maintains the county network and associated equipment locally and remotely for approximately 400 networked users. Designed and maintains the county Web site.

Park Commission: Maintains several golf courses, stable, Environmental Education Center, and county parks (7,300+ acres). Oversees programs (concerts, etc.) at the new ballpark.

Planning Board: Provides comprehensive planning and demographic information for the county. Plans for highway development and transit improvements. Maintains current municipal master plans of zoning ordinances. Areas include historic preservation, traffic mitigation, wastewater management, open space, environmental planning, solid waste planning, the Economic Development Incentive Program and the Energy Council.

Public Information: Handles media relations and publicity for the Freeholders and county departments. Publishes e-newsletter for county residents. Responsible for content of the county Web site. Includes two in-house divisions: the **Print Shop** and **Graphics**.

Roads: Construction of county roads, maintenance of roads and pump stations, address mosquito extermination and drainage issues, repair of county roads.

Rutgers Cooperative Extension: Provides leadership development and offers practical information to the public on agriculture and the environment, natural-resource management, improving nutrition and health, family and economic well-being and 4-H youth development.

Sheriff: Responsibilities include the Jail, ID Bureau and Sheriff's Bureau of Investigation. Responsible for the security of courthouse and County government buildings and secure movement of prisoners. Assists all other law enforcement agencies.

Social Services: Helps people who are receiving welfare to receive training and find work; helps with childcare and transportation. Provides food stamps to those who are eligible.

Solid Waste Management: Runs the household hazardous waste program four times a year. Recruits organizations for the Adopt A Road program. Looks for new ways for county residents to recycle. Conducts education programs in schools about recycling, litter reduction and related topics.

Surrogate: Probates wills, qualifies executors, issues the necessary documents for administering estates. As co-guardian of a minor's estate, oversees the minor's assets and approves expenditures until the minor reaches majority. Handles all adoptions.

Vocational and Technical School: Offers shop programs for full-time or shared-time county students. Programs include commercial art, health occupations, and cosmetology.

Weights and Measures: Inspects and certifies all commercial weighing and measuring devices and investigates conformance with state and federal codes, regulations and practices.

OTHER COUNTY OFFICES

Auditor [*not an in-house office*]

Department of Education
Emergency Management
Human Resources
Purchasing
Record Management
Soil Conservation

Revised 10/09