



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Presentation of Proclamation Proclaiming the Week of April 20-26, 2014, as Administrative Professionals Week

MEETING DATE: April 16, 2014

PREPARED BY: City Manager

RECOMMENDED ACTION: Presentation of proclamation proclaiming the week of April 20-26, 2014, as Administrative Professionals Week.

BACKGROUND INFORMATION: Administrative Professionals Week is a national event to recognize the men and women who play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations. Often their work requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service, and other vital office management.

Since 1952, Administrative Professionals Week and Administrative Professionals Day have been observed annually in workplaces around the world to recognize the important contributions of administrative support staff and are sponsored by the International Association of Administrative Professionals.

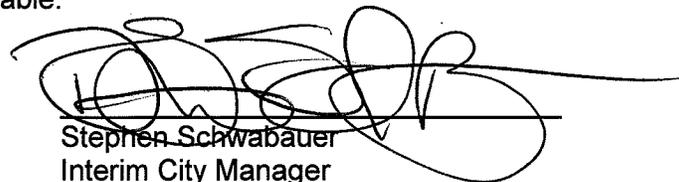
Over 4.1 million administrative professionals are vital contributors in today's team-oriented work environment and are key frontline public relations ambassadors for their organizations. They serve as the backbone of many organizations, businesses, and public and private agencies in our city.

Representing one of the largest segments of the world's workforce, the City of Lodi job classifications include administrative secretaries, senior administrative clerks, senior police administrative clerks, administrative clerks, and other administrative support staff.

This year, the week of April 20-26th is designated as Administrative Professionals Week and Wednesday, April 23rd is designated as Administrative Professionals Day.

FISCAL IMPACT: None.

FUNDING AVAILABLE: Not applicable.


Stephen Schwabauer
Interim City Manager

APPROVED: 
Stephen Schwabauer, Interim City Manager