



Legislation Details (With Text)

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Title: ADMINISTRATIVE PROFESSIONALS WEEK

Sponsors:

Indexes:

Code sections:

Attachments: 1. Agenda Cover Report, 2. Administrative Professionals Week 2019

Date	Ver.	Action By	Action	Result
4/16/2019	1	City Commission	approved	

TO: Mayor and Commissioners
FROM: Katerri Johnson, City Clerk
THROUGH: Neal de Jesus, Interim City Manager
DATE: April 16, 2019

ADMINISTRATIVE PROFESSIONALS WEEK

Recommended Action:

Motion to proclaim April 21-27, 2019 Administrative Professionals Week in Delray Beach, Florida and April 24, 2019, as Administrative Professionals Day and encourage all citizens to recognize the contributions of these dedicated professionals.

Background:

Professional Secretaries Week began in 1952 in an effort to draw attention to the advantages of a secretarial career and to attract new secretaries to the profession. Administrative professionals are talented, educated and trained individuals who possess the mastery of a wide variety of skills, the initiative to assume great responsibility and solve challenges and who remain dedicated to upholding high ethical and professional standards while also demonstrating individual professional excellence.

City Attorney Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A