

ADMINISTRATIVE PROFESSIONALS DAY®

WHEREAS, National Secretaries Week was organized in 1952 by the U.S. Department of Commerce and various office supply manufacturers; and

WHEREAS, Due to changes in job titles and expanding responsibilities of the administrative workforce, the Wednesday of the last full week of April was deemed Administrative Professionals Day® in 2000; and

WHEREAS, Administrative professionals are integral parts of a team-oriented work environment and serve as public relations ambassadors for their organizations; and

WHEREAS, Administrative professionals serve as information hubs, managing and cataloging information, organizing the office space, and mastering office technology; and

WHEREAS, Administrative professionals are employed in public and private sectors, including business, government, and academic settings; and

WHEREAS, Administrative Professionals Day® is sponsored by the International Association of Administrative Professionals and is celebrated worldwide; and

WHEREAS, That organization's vision is "to inspire and equip all administrative professionals to attain excellence;" and

WHEREAS, The occasion brings colleagues and community members together for various seminars, corporate events, and an array of recognition activities;


NOW, THEREFORE, I, Nancy Chaney, Mayor for the City of Moscow, do hereby proclaim
April 25, 2012 to be

Administrative Professionals Day®

in the City of Moscow, and I urge all citizens to thank Administrative Professionals for providing beneficial services to our workplaces, our community, and our economy.



DATED this 16th day of April, 2012.

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Nancy Chaney, Mayor