



NATIONAL ADMINISTRATIVE PROFESSIONALS' WEEK

April 21st - April 27th, 2024

NATIONAL ADMINISTRATIVE PROFESSIONALS' DAY

April 24th, 2024

WHEREAS, National Secretaries Week was organized in 1955 by the U.S. Department of Commerce, renamed to Professional Secretaries Week and in the year 2000 became Administrative Professionals Week; and

WHEREAS, Administrative Professionals Week 2024 focuses on honoring the Office Professionals who make offices work, reflecting the integral and significant role that office professionals play in modern business; and

WHEREAS, Administrative Professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

WHEREAS, Administrative Professionals Week is observed annually, and in our nation, there are approximately 3.6 million Administrative Professionals who make important contributions at their workplace; and

WHEREAS, the City of Schertz Administrative Professionals have a combined total of over 100 years' experience; and

WHEREAS, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges; 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

NOW THEREFORE be it resolved that I, Ralph Gutierrez, Mayor of the City of Schertz proclaim
National Administrative Professionals Week-April 21st-April 27th, 2024
and National Administrative Professionals Day-April 24th, 2024

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

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the City of Schertz to be affixed on this the 16th day of April 2024.

Ralph Gutierrez, Mayor