

**CITY OF BALTIMORE
COUNCIL BILL 07-0281R
(Resolution)**

Introduced by: Councilmember Holton, President Rawlings-Blake, Councilmembers Harris, Curran, Young, Kraft, D'Adamo, Spector, Middleton, Conaway, Welch, Reisinger, Mitchell, Crider, Clarke
Introduced and adopted: April 16, 2007

A COUNCIL RESOLUTION CONCERNING

**In Celebration of – Administrative Professionals Week – April 22-28, 2007
and
Administrative Professionals Day – Wednesday, April 25, 2007**

FOR the purpose of honoring secretaries and administrative assistants for their valuable contributions to the efficient operation of private, public, and government business offices throughout the world and especially recognizing the efforts of Baltimore City government administrative professionals who each day quietly toil to make Baltimore one of America's Greatest Cities.

Recitals

According to the International Association of Administrative Professionals, the celebration that began in 1952, as National Secretaries Week in an effort to honor administrative staff for their day-to-day work efforts and to attract more people to consider office and administrative careers, is today one of the largest workplace observances outside of employee birthdays and major holidays.

Since the first National Secretaries Week was proclaimed by the U.S. Secretary of Commerce on June 1-7, 1952, and National Secretaries Day on Wednesday June 4, the name was changed to Professional Secretaries Week in 1981, and to Administrative Professionals Week in 2000, to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff. U.S. Department of Labor statistics show that in the United States in 2004, the profession boasted 4,126,000 administrative assistants and secretaries, along with 1,482,000 supervisors of office and administrative support workers.

On Tuesday, April 24 and Wednesday, April 25, 8:30a.m. - 4:00 p.m. at the Baltimore Rowing Club, the City of Baltimore Department of Human Resources will honor the 3,000 to 4,000 Executive Secretaries, Office Assistants, Data Processing Operators, Administrative Assistants, Special Assistants and other members of the Administrative Support Team of Baltimore City Government on Administrative Professionals Day, with a "full day of personal and professional workshops, team building and motivational activities, guest speakers, and a Dress for Success Fashion Show" accompanied by a continental breakfast and lunch.

The City Council, on behalf of the citizens of Baltimore, joins the Department in assuring these dedicated City employees that "We know how invaluable you are to City Government. We're passing on the knowledge."

EXPLANATION: Underlining indicates matter added by amendment.
~~Strike out~~ indicates matter deleted by amendment.

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1 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BALTIMORE,** That this
2 Body honors secretaries and administrative assistants for their valuable contributions to the
3 efficient operation of private, public, and government business offices throughout the world and
4 especially recognizes the efforts of Baltimore City government administrative professionals who
5 each day quietly toil to make Baltimore one of America's Greatest Cities.

6 **AND BE IT FURTHER RESOLVED,** That a copy of this Resolution be sent to the Mayor, the
7 Office Headquarters of AFSCME Local 44, AFSCME Local 558, AFSCME Local 2202, City
8 Union of Baltimore, Fire Fighters Union, Fire Officers Union, Fraternal Order of Police, MAPS,
9 the Director, Department of Human Resources, and the Mayor's Legislative Liaison to the City
10 Council.