

Office Management Manual for Local Government Institutions

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May 2017

Office Management Manual

Mark Steyvers

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government The narrative provides an overview of public administration theory and the importance of leadership in today s contentious political environment The book contains five parts including an introduction parts on management the public sector and government programs and some impressions on why this subject is so critically important in our society today Typical administrative responsibilities are addressed as well as issues not typically covered in books on public administration along with observations about sound public administration Each part also contains practical exercises discussion questions and references to other texts and academic resources Because public administration is fundamentally about relationships with people and communities the book provides lessons that can be applied easily to one s personal life and experiences It is a timely narrative on public administration today that will be valuable reading for planners and planning students looking to better understand public administration and policy

Hearings United States. Congress. House. Committee on Science and Astronautics, 1963

U.S. Environmental Protection Agency Library System Book Catalog Holdings as of July 1973

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