

2018

SILICON VALLEY CHAPTER of American Public Works Association

Admin Professionals Award

Nominations are due on March 30, 2018

NOMINATOR

NAME OF NOMINATOR _____

NAME OF AGENCY/FIRM _____

E-MAIL ADDRESS _____

TELEPHONE NUMBER _____

SERVICE CATEGORY SELECT ONE

- AGENCY
 FIRM

Admin Professionals Award (please check one)

- The Rookie of the Year Award
 The Leadership Award
 The Spirit Award
 The Award for Administrative Excellence

NOMINEE

NAME AND TITLE _____

List specific contributions your nominee has made to your Agency/Firm during the past year. (See Rules & Objectives. Attach extra pages, if necessary.)

SUPPORTING SIGNATURES

Name _____

Agency/Firm _____
APWA MEMBER

Name _____

Agency/Firm _____
APWA MEMBER

SUBMIT NOMINATION TO: Afshin Oskoui, Chapter Awards Chair



Award Categories

The Admin Awards recognizes administrative excellence in four award categories, listed below. The Professional Manager of the Year Award in Administrative Management seeks to recognize outstanding achievement in the area of administration within the public works department and to inspire excellence and dedication in the public sector by recognizing the outstanding career service achievements of administrative professionals.

Eligibility: Any APWA member can nominate an individual in the area of public works/engineering administration management. Fields of employment for a nominee include, but are not limited to, office management administrators, human resource professionals, financial/business operations managers, information technologists, and procurement services specialists. Candidates may be employed by either the public or private sector. However, their career service must be in the public works field of administrative management. Administrative Professionals can be nominated for an award in more than one category, although a nominee can only be declared a finalist and winner in one award category.

The Rookie of the Year Award

The Rookie of the Year Award celebrates an Administrative Professional, new to the administrative profession whose career as an Admin started less than 5 years ago. Candidates in this award category have already made a significant impact on the organization, seek continuous improvement and demonstrate great potential to continue to excel and advance in their role. This award honors young professionals that are starting their career as an Administrative Professional.

The Leadership Award

The Leadership Award recognizes the Administrative Professional that best demonstrates a variety of leadership qualities such as persistence, focus, integrity, innovation, patience, decisiveness, open-mindedness, empowerment, generosity and a passion for helping fellow employees and their organization succeed. Candidates in this award category may lead others within the organization either formally or informally and have a track record of helping others achieve success.

The Spirit Award

The Spirit Award celebrates the Administrative Professional that consistently exhibits a positive, optimistic outlook that people find contagious and uplifting. They approach their work with high energy, enthusiasm and demonstrate an eagerness to help others, always with a positive can-do attitude. This is the person that lifts up the office, who people are drawn to during good days and bad and the person that contributes to a culture of optimism and positivity within the organization.

The Award for Administrative Excellence

The Administrative Excellence Award honors Administrative Professionals that are involved in either the public or private sectors. Professionals in these areas have made significant contributions to the success of their organizations in an administrative capacity. This award will be presented to the admin that best demonstrates the qualities listed here: high proficiency; values that reflect those of your organization; passionately committed to your organization's cause or purpose; deeply committed to exemplary customer service both internally and externally.