



## Texas Chapter Professional Manager of the Year Award Administrative Management

**Purpose** 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 whose primary responsibility is in the area of public works administration management. Fields of employment for a nominee include, but are not limited to, human resource professionals, financial/business operations managers, information technologists, procurement services specialists, safety officers, and office management administrators. Members of the TPWA Board of Directors are not eligible during the time they serve on the Board. TPWA Leadership and Management Committee members are not eligible during the time they serve on the Committee.

**Career Length** Candidates with a minimum of 10 years qualifying experience may be nominated.

**Agency** 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.

**Scope** Candidates must manage and have made significant contributions in the field of public works and the discipline of administrative management.

**Selection** The Award winner is selected by the Awards Committee.

**Criteria** The criteria used in the selection process include:

**Profession** Significant contributions to the advancement of administrative management.

**Leadership** Outstanding leadership and vision evidenced by employing progressive management techniques in the area of administrative management.

**Innovation** Employment of new and innovative ideas and technology in advancing the effectiveness of administrative management.

**Agency Service** Implementation of effective methods to optimize fiscal management of administrative services.

**Customer Services** Maintenance of a high degree of satisfaction among customers and other stakeholders.

**Community Service** Promotion of the field of public administrative management in the community, agency or customers served.

**Nomination Process** Any governmental entity, group, or individual may nominate candidates. Nominations are particularly encouraged from Texas Chapter branches. Self-nominations are not accepted. APWA membership is required. Submittals should include nomination form and supporting documentation that clearly addresses the eligibility requirements and the candidate's professional work.

**Presentation** The award winner(s) are recognized at the Awards Banquet during the TPWA Annual Public Works Conference.