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 UNCE
 BLU
 PLAN AND CO
 IDENTIFY AND MANAGE THE STAGES OF CHANGES
 INTERACT WITH PEOPLE IN WAYS WHICH REM
 SHOULD CONCERN FOR EXCELLENCE
 MANAGE PERSONAL EMOTIONS AND STRESS
 MAKE CONFLICT, DIFFICULT SITUATIONS AND P
 SOLUTIONS TO SMALL GROUPS WITH MAXIMUM
 SELECTION AND HIRE NEW STAFF WHO WILL
 ENSURE THAT ALL CORRESPONDENCE AND REPORTS
 ENSURES THAT THE STAFF USE OFFICE PRACTICES AND ROUTIN
 ENSURES THAT ALL CRITICAL INFORMATION IS
 MAKING SURE IS RESOLVED BY MANAGEMENT, IN
 MONITORS AND COORDINATES ORAL AND WRITTEN COMMUNICAT
 ENSURES PROPER FILING AND RECORD KEEPING BY ACC
 COORDINATES THE CITY MANAGER'S MONTHLY REPORT, FORMED BY
 MAINTAINS CALENDAR, SCHEDULES APPOINTMENTS, RECD
 SCREENS CALLS AND MAIL, ARRANGES TRAVEL, ANSWERS R
 FOR CITY ADMINISTRATION AND OFTEN FOR CITY COMMISSIONER
 PREPARES ROUTINE CORRESPONDENCE, SUMM
 REPORTS PREPARED BY EXECUTIVE STAFF.
 MAKES MINOR ADMINISTRATIVE DECISIONS REGARDING A
 POLICIES, AND PRACTICES; OFTEN FUNCTIONING AS A
 RESOLVING SOME ITEMS OF A NON-TECHNICAL NATURE

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