



## 2025 PROFESSIONAL MANAGER OF THE YEAR: ADMINISTRATIVE MANAGEMENT AWARD CRITERIA

**Purpose:** The Professional Manager of the Year Award in Administrative Management recognizes outstanding achievements in the area of ADMINISTRATION MANAGEMENT within the public works field who inspires excellence, leadership, and dedication to the public good.

**Eligibility:** Any APWA member whose primary responsibility is the management of administrative functions in support of a public works department. Administrative Management functions may include, but not be limited to, human resources, financial/business Directors are not eligible during the time they serve on the Board. APWA Engineering and Technology Committee members are not eligible during the time they serve on the committee. All candidates must be a current member of APWA at the time of award application in order to be considered.

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

**Employment:** Candidates may be employed in either the public or private sector; however, career service must be in the field of public works, specifically providing agency support in the administrative management field.

**Scope:** Candidates must provide administrative management support and have made significant contributions in the field of public works.

**Selection:** The award winner is selected by the Awards Committee.

**Criteria:** Candidates must address the following specific criteria, which will be evaluated in the selection process.

1. **Profession** - Significant contributions to the advancement of administrative management.
2. **Leadership** - Outstanding leadership and vision evidenced by employing progressive management techniques in the area of administrative management.
3. **Innovation** - Employment of new and innovative ideas and technology in advancing the effectiveness of administrative management.
4. **Employment Achievement** - Implementation of effective methods to optimize management of administrative services.
5. **Customer Services** - Evidence of a high degree of satisfaction among customers and other stakeholders.
6. **Community Service** - Promotion of the field of public administrative management in the community, agency or customers served.
7. **Sustainability** - Support the advancement of sustainable contributions in public works.

**Nomination Process:** Any group, individual or governmental entity may nominate candidates. Nominations are particularly encouraged from APWA chapters and branches. Self-nominations are not accepted. Nomination of a candidate is limited to one Professional Manager of the Year Award per year. Submittal should include a nomination form and supporting documentation that clearly

addresses the eligibility requirements and the candidate's professional work. Submittals should be submitted as a PDF and are limited to 10 pages exclusive of nomination form and commendation letters. Please include a high-resolution headshot of the candidate electronically with your submittal. A separate email can be sent with the photo as needed. Attachments cannot be over a total of 25MB.

**Deadline: 12:00 Noon (Arizona Time), Monday, February 17, 2025 (only electronic submittals accepted)- late nominations will not be considered by the Awards Committee**

**Presentation:** The winner is presented with a statue at the Awards Recognition Ceremony Luncheon during the Statewide Conference and featured in APWA publications. All applications will be forwarded by the Arizona Chapter to the APWA National Awards Committee for national award consideration. The Arizona Chapter and APWA National may make award selections in each category that differ.

**Email nomination and attachment(s) to:**

[apwaaz@gmail.com](mailto:apwaaz@gmail.com)

**Attention: AZAPWA Awards Committee**