



First-Time Administrator's Handbook

Jim Berzina, Sam S. Gaston

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First-Time Administrator's Handbook has served as a guide for many first time administrators. This e-book covers five areas: first administrator in a community, first time as an administrator, promotion to administrator from within, new to local government, and resources. Describes what might be important for the first week, month, three to six months, and beyond. Both emerging leaders and veteran managers can benefit from this handbook's suggestions.

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