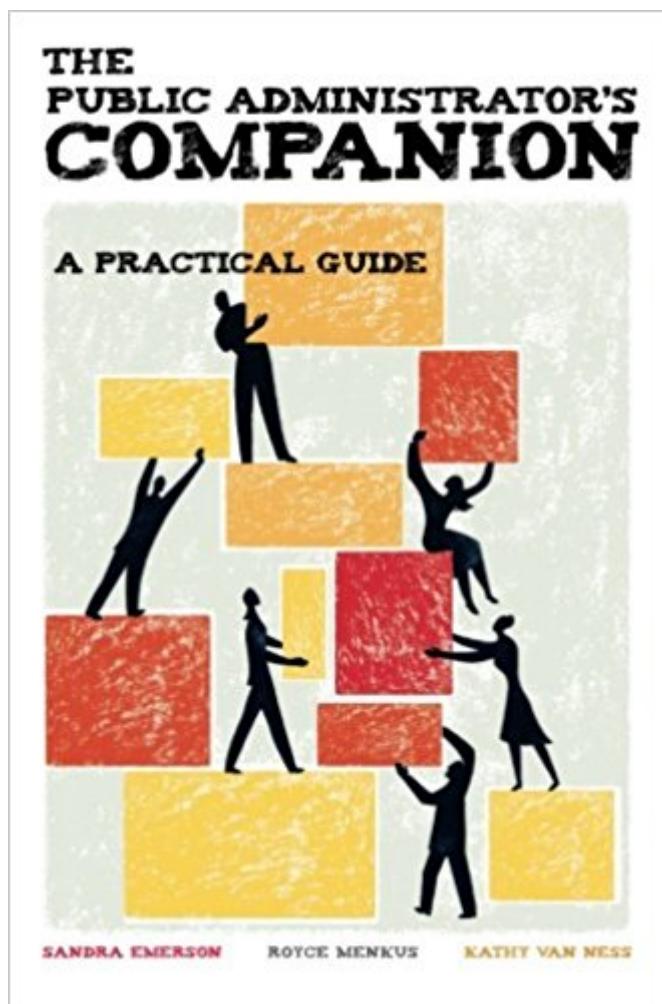


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# The Public Administrators Companion: A Practical Guide



## **Synopsis**

Help your students make the leap from theory to practice. This handy guide emphasizes application with straightforward instruction and abundant case material. It provides brief, tested steps for addressing management, resource, and operational needs, encouraging students to develop and hone crucial skills. Each chapter includes "Practicing Public Administration" exercises that range from preparing a sample budget to designing a flowchart to doing a Swot analysis. With a particular focus on ethics, students are not only prepared to address daily tasks, but also to think through sticky moral dilemmas.

## **Book Information**

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## **Customer Reviews**

This book thoroughly examines the most important elements of public sector management. It is clear, engaging, and insightful. Each chapter is useful for academics and practitioners in understanding their multiple roles. By reading this book, students in public administration programs will uniquely enhance their knowledge of cutting edge theories and practices. --- Renford Reese, California State University, Pomona An excellent introduction to Public Administration that should become a standard in introductory Public Administration and Political Science courses. It provides the interested citizen with an intimate knowledge of how our government really works with its focus on the local level where most of the action takes place, yet knowledge of it is often limited. This is a text that works for students, but also provides an excellent grounding for practitioners who need to brush up on the current best practices in Public Administration. The exercises, the references to professional web sites, and the Appendices provide valuable information as well as practices to

improve one's skills. --- Catherine Burke, University of Southern California

Sandra Emerson is Director of the masters in public administration program for California State Polytechnic University of Pomona's political science department. She has been a program administrator for Medicare Part B, a consultant with Southern California Edison, and a budget and program analyst with Norfolk, Virginia. Royce Menkus, now retired, served as Assistant City Administrative Officer for Employee Relations for the City of Los Angeles. During her 35-year career she was a Personnel Analyst with the Transportation Department, Budget Analyst for the City Administrative Officer, Assistant General Manager of Los Angeles's City Fire and Police Pension system, and Assistant General Manager for Human Resources and Labor Relations Department of Water and Power. Kathy Van Ness is the Manager for the Financial Management System Division with Los Angeles World Airports (LAWA). Her experience spans nearly 30 years working for consulting firms, the Brookings Institution, and the City of Long Beach.

highly recommend

Very useful in my class and everyday work life. Clear and to the point infomration. Well be able to use again and again.

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