



PROCLAMATION  
City of Littleton, Colorado  
Proclaiming April 22, 2026  
“ADMINISTRATIVE PROFESSIONALS DAY”  
in the City of Littleton

**WHEREAS**, Administrative Professionals Day is sponsored by the International Association of Administrative Professionals and is celebrated worldwide, bringing together millions of people for various community events, educational seminars and individual corporate activities; and

**WHEREAS**, the contributions made by all administrative professionals is celebrated on Wednesday in the last full month of April as “Administrative Professionals Day”; and

**WHEREAS**, Administrative professionals make vital contributions to today’s team-oriented work environment and are key frontline public relations ambassadors for their organizations; and


**WHEREAS**, Administrative professionals serve as vital information hubs in the modern office, managing information, organizing the office and mastering office technology; and

**WHEREAS**, the City of Littleton relies on the professionalism and broad expertise of these roles to provide a wide range of responsibilities, from the necessary day-to-day tasks and those higher functions that guarantee information is coordinated, disseminated, and maintained in support of a highly efficient organizational environment; and


**WHEREAS**, recognition and praise for these fundamental individuals, represented by more than 22 million in the U.S. alone, should not only be reserved for one day a year.

**NOW, THEREFORE**, I, Kyle Schlachter, Mayor of the City of Littleton, do hereby proclaim April 22, 2026, as “ADMINISTRATIVE PROFESSIONALS DAY” in the City of Littleton and further extend appreciation to all who serve this organization, this city and its constituents for the services they perform and their exemplary dedication to the community, and invite everyone to recognize, appreciate, and celebrate the contributions of all administrative professionals.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Littleton to be affixed this 21<sup>st</sup> day of April 2026.

  
\_\_\_\_\_  
Kyle Schlachter, Mayor



  
\_\_\_\_\_  
Colleen L. Norton, City Clerk