

Resolution No. 2026 -

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING APRIL 22, 2026, AS ADMINISTRATIVE PROFESSIONALS DAY IN SOLANO COUNTY

WHEREAS, Administrative Professionals Day, observed annually on the Wednesday of the last full week of April, recognizes the essential contributions of administrative professionals to the effective operation of workplaces, including public agencies and the delivery of services to the community; and

WHEREAS, administrative professionals serve in vital roles throughout Solano County Departments, including as Office Assistants, Inventory Clerks, Administrative and Legal Secretaries, Clerical Operations Supervisors, and many other classifications that support the County's mission and daily operations; and

WHEREAS, administrative professionals are often the first point of contact for residents seeking County services and they provide critical support in lobbies, reception areas, service counters, clinics, and call lines by greeting and assisting clients, answering phones, managing appointments, routing inquiries, supporting intake processes, and helping members of the public access needed information and services; and

WHEREAS, administrative professionals also provide essential behind-the-scenes operational support by maintaining records, processing forms and transactions, preparing correspondence and reports, coordinating schedules, supporting purchasing and inventory functions, facilitating internal workflows, and helping ensure compliance with program, fiscal, and regulatory requirements; and

WHEREAS, the professionalism, adaptability, organizational skill, and commitment demonstrated by administrative professionals are fundamental to the County's ability to provide efficient, responsive, and high-quality public service; and

WHEREAS, the Board of Supervisors of the County of Solano wishes to formally recognize and express its appreciation for the dedication, service, and invaluable contributions of administrative professionals throughout Solano County government.

NOW, THEREFORE BE IT RESOLVED, that the Solano County Board of Supervisors hereby proclaims April 22, 2026, as Administrative Professionals Day in Solano County and encourages all County departments to recognize and celebrate the important role administrative professionals play in serving the public and supporting County operations.

Dated this 14th day of April, 2026

MONICA BROWN, Chair
Solano County Board of Supervisors

ATTEST:
IAN M. GOLDBERG, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk