

*For "My PA Profession"*

Learning Objectives:

- Discuss theories of leading and managing in public governance (strategic Planning)
- Locate examples of public administration in your daily life
- Articulate the application of a professional public service perspective

*- Start with an introductory paragraph*

1. Describe the particulars of your chosen position. Where did you find the position announcement? (citation needed!) What is the position, what skills are outlined as necessary? Can you determine who you will work for (by title or department, not necessarily name) Can you determine the pay range? What is the location for the position? when would you have to apply? (You need to choose a position that has an announcement open - so if you want to be Orlando city Administrator, it's not open! but you can choose a position like it and use it for the assignment).
  2. A few titles you might search for: budget analyst, policy analyst, city manager, emergency management, urban and regional planning, procurement specialist, public relations, Human Resources specialist; make sure it is a public sector position. (This might be an entry level position, or it may be a position you desire later down the road. Your plan will need to plan how to get there, whatever kind of position it is.)
- Here are some websites you might search to find a position:
    1.
      - [neogov](#) (Links to an external site.)Links to an external site.
      - <https://jobs.myflorida.com/> (Links to an external site.)Links to an external site.
      - <https://www.usajobs.gov/> (Links to an external site.)Links to an external site.
      - <http://www.orangecountyfl.net/EmploymentVolunteerism/JobOpenings.aspx> (Links to an external site.)Links to an external site.
      - <http://www.cityoforlando.net/hr/> (Links to an external site.)Links to an external site.
      - <https://www.orlandojobs.com/jobs/non-profit/> (Links to an external site.)Links to an external site.
      - <http://www1.nyc.gov/jobs/index.page> (Links to an external site.)Links to an external site.
      - etc.
    2. Why did this position appeal to you? Be specific!
    3. How might what you are studying apply to this position? (not just in this class, but all classes). Explain at least two examples besides our class.
    4. How might your extra-curricular activities, *now or in the past*, apply to this position? What skills did you develop that you perhaps hadn't thought of as "skills". Explain at

least two examples. Extracurricular activities are things like band, student government, Latin Club, church youth group, theater, etc.

5. How might a life experience - outside of classes or extra-curricular activities- apply to this position? Explain at least one example.

6. We discussed honor and a *code of ethics*. Develop a five-point code of ethics for yourself should you obtain this position. In developing your standards, please integrate in your thinking the following: respect for citizens, protection of the public interest, access by all citizens, and our democratic values we cherish. Explain how your code of ethics supports these items.

7. Identify three stakeholders in your life. Who are they, why are they stakeholders?

8. We discussed *strategic planning*. Using the Myers-Briggs, or the Strengthsfinder, discuss three potential strengths to build on to be successful in the position. Also discuss three potential weaknesses to fortify before obtaining the position. How might you work to improve those weaknesses? Include a chart something like the following to accompany the narrative:

Strength/Weakness	Description	Why it might be a S/W for position?
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Strength 1		
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Strength 2		
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Strength 3		
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Weakness 1		
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Weakness 2		
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Weakness 3		
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9. Identify three concrete steps to better prepare yourself before graduation, or just after graduation. Include a Table something like this to accompany the narrative:

Action #	Description of Action Step(s) to be taken	Date Actions will be completed
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Action 1		
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Action 2		
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Action 3		
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Might a stakeholder assist you with your development?

- use a real concluding paragraph