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Salem Press Announces *Careers in Public Administration*

Salem Press is proud to announce the newest edition to the *Careers In* series, *Careers in Public Administration*. Merging scholarship with occupational development, this single comprehensive guidebook provides a thorough introduction to the career opportunities available to those with an interest in public administration.

The field of public administration covers a wide range of occupations and activities. What they all have in common is the goal of advancing the collective good of society and achieving positive change. Broadly defined, public administration is the field of employment concerned with the implementation of government policy. The types of careers available in the public administration field are truly diverse and run from high level administrators, government officials, and executives to such on-the-ground professionals as police officers and tax collectors.

The next section in *Careers in Public Administration* details **30 Profiles** in related occupations, including:

- Budget Analyst
- City Manager
- Environmental Engineer
- Hazardous Waste Manager
- Meteorologist
- Park Ranger
- Police and Detectives
- Public Relations and Fundraising Manager
- Recreation Program Director
- Statistician
- Tax Examiner and Collector
- Top Executive
- Urban and Regional Planner and more

Interesting enhancements, like “**A Day in the Life of...**”, and several charts and tables, add depth to the discussion. A highlight of each chapter is the **Conversation With**—a comprehensive interview with a professional in a related job. This section offers insight into specific areas of public administration including a superintendent; a senior worker for the Environmental Protection Agency; a public works supervisor; a director of human resources and more.

Each chapter begins with a **Snapshot** of the occupation that includes median pay, job outlook, typical entry-level education, number of jobs, on-the-job training, and employment change. This is followed by these major categories:

- **Career Overview** includes a description of the career in terms of its: duties, examples of titles of positions in that specific career, work environment and work schedules.
- **How to Become...** that explains how to begin and grow a career within a specific career profile by describing important qualities, education, licenses and certifications, and advancement opportunities.
- **Similar Occupations** lists specific jobs that are related in some way to the public administration career profiled.
- **Job Outlook and Job Prospects** describe current and anticipated rate of growth for a specific career and compares to other jobs in the area.

Additionally, this title includes back matter of:

- **Appendix A:** Guide to Holland Code. This discusses John Holland's theory that people and work environments can be classified into six different groups: Realistic; Investigative; Artistic; Social; Enterprising; and Conventional.
- **Appendix B:** General Bibliography. This is a collection of suggested readings, organized into major categories.
- **Appendix C:** Web Resources. Online resources for education, certification, professional development, and networking can be found in this appendix.
- **Subject Index:** Includes people, concepts, technologies, terms, principles, and all specific occupations discussed in the occupational profile chapters.

This ongoing series serves as a stepping stone in understanding specific careers and provides a wealth of information on the education and training needed within each profession along with a look towards the future of the field with an informative employment outlook.

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This single comprehensive guidebook provides students passionate about finding work within the field of public administration with the necessary insight into the wide array of diverse and dynamic options available to them. The book offers guidance regarding what job seekers can expect in terms of training, advancement, earnings, job prospects, and more. *Careers in Public Administration* is specifically designed for a high school and undergraduate audience and is edited to align with secondary or high school curriculum standards.

Careers in Public Administration

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