



Concorso pubblico per esami per la copertura di n. 13 posti nel Profilo Professionale di Funzionario Amministrativo
(Area dei Funzionari e dell'Elevata Qualificazione)

DOMANDE PROVA ORALE

BUSTA D

D1.	I manage the issuance of official documents and certificates, ensuring that all requests are processed accurately and promptly to meet the needs of the citizens.
D2.	I oversee the organization of council meetings, preparing detailed agendas and ensuring that all participants are provided with the necessary documentation well in advance.
D3.	I coordinate the planning of the municipal budget, analyzing financial data and monitoring expenditures to ensure economic sustainability and compliance with legal regulations.
D4.	I handle citizens' requests for public services, addressing their complaints and providing clear and effective solutions to ensure their satisfaction and trust in the administration.
D5.	I prepare municipal regulations, collaborating with other departments to draft clear and enforceable policies that align with national laws and local community needs.
D6.	I develop procedures to simplify administrative processes, ensuring that citizens can access services efficiently and without unnecessary delays.
D7.	I maintain records of municipal properties, ensuring proper management and use of public assets in the best interest of the community.
D8.	I oversee the issuance of permits for events, constructions, and public activities, ensuring all requests comply with municipal regulations.
D9.	I facilitate communication between different departments, ensuring smooth coordination to achieve the municipality's objectives efficiently.
D10.	I manage the recruitment and training of municipal staff, ensuring that all employees are well-prepared to serve the public effectively.
D11.	I prepare reports on municipal activities, analyzing data and providing insights to support decision-making processes.
D12.	I manage the allocation of funds for community projects, ensuring transparency and fairness in the distribution of resources.
D13.	I assist in the drafting of urban planning proposals, collaborating with architects and engineers to improve local infrastructure.
D14.	I coordinate cultural and recreational initiatives, organizing events to foster community engagement and participation.
D15.	I ensure proper management of municipal archives, preserving historical records and guaranteeing their accessibility to the public.
D16.	I liaise with external organizations and institutions to foster partnerships that benefit the municipality.
D17.	I supervise the allocation of spaces for public events, ensuring that the needs of different groups are respected and balanced.



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D18.	I draft responses to inquiries and complaints from citizens, offering detailed explanations and resolving issues promptly.
D19.	I manage the procurement process for municipal supplies, ensuring competitive pricing and quality for all purchases.
D20.	I review and approve contracts with service providers, ensuring that agreements align with the municipality's objectives.
D21.	I coordinate emergency response plans, collaborating with local authorities to ensure the safety of citizens during critical situations.
D22.	I promote digital transformation by implementing online platforms for citizen interaction and service delivery.
D23.	I manage the collection of municipal taxes, ensuring compliance with regulations and facilitating payment processes for citizens.
D24.	I analyze demographic data to identify trends and improve the planning of services tailored to community needs.
D25.	I collaborate with neighboring municipalities to share resources and develop joint initiatives that benefit the broader region.
D26.	I assist in organizing electoral processes, ensuring transparency and compliance with national regulations throughout voting procedures.
D27.	I manage public inquiries regarding urban planning projects, providing detailed explanations and gathering feedback from citizens.
D28.	I ensure proper maintenance of municipal infrastructure, coordinating repairs and improvements to enhance the quality of life for residents.
D29.	I draft public announcements to inform citizens about important updates, events, and changes in municipal services.
D30.	I coordinate the implementation of health and safety measures in municipal buildings, ensuring a secure environment for employees and visitors.
D31.	I facilitate citizen participation by organizing public consultations and encouraging input on community projects.
D32.	I evaluate requests for funding from local associations, ensuring that projects align with the municipality's priorities and values.
D33.	I manage the publication of municipal data online to enhance transparency and accountability toward the community.
D34.	I collaborate with local schools to organize educational programs and initiatives that benefit young residents.
D35.	I process applications for urban development projects, ensuring compliance with zoning regulations and environmental standards.



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D36.	I manage the organization of public workshops and seminars to inform citizens about ongoing municipal projects.
D37.	I oversee the planning and implementation of public transportation services to ensure accessibility for all residents.
D38.	I coordinate with cultural institutions to promote local heritage and organize events that celebrate community traditions.
D39.	I organize training sessions for municipal staff to improve efficiency and ensure high-quality service delivery to residents.
D40.	I review applications for business licenses, ensuring compliance with local regulations and promoting economic growth.
D41.	I develop strategies to optimize waste management practices and promote recycling programs in the community.
D42.	I collaborate with social services to support vulnerable groups and address their specific needs effectively.
D43.	I draft reports on environmental initiatives, evaluating their impact and suggesting improvements for sustainability.
D44.	I plan public consultations for urban development, ensuring that citizens' opinions are incorporated into decision-making processes.
D45.	I assist in creating guidelines for urban greenery projects to enhance the aesthetic and ecological value of public spaces.
D46.	I evaluate proposals for renewable energy projects, ensuring alignment with the municipality's sustainability goals.
D47.	I manage the scheduling and organization of town hall meetings to facilitate dialogue between citizens and local authorities.
D48.	I collaborate with local businesses to enhance economic development and support entrepreneurship within the municipality.
D49.	I organize campaigns to raise awareness about community services and encourage their utilization by all residents.
D50.	I ensure the preservation of historical buildings by coordinating restoration projects and seeking funding opportunities.
D51.	I promote digital literacy programs to help citizens effectively use online municipal services and resources.
D52.	I assist in the development of emergency preparedness plans to ensure the community's resilience in times of crisis.
D53.	I facilitate the integration of newly arrived residents by providing information about local services and resources.



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D54.	I manage the issuance of parking permits, ensuring that all applications are processed efficiently and fairly.
D55.	I develop partnerships with non-profit organizations to address social issues and provide additional services to the community.
D56.	I organize initiatives to promote active citizenship, encouraging residents to participate in decision-making processes.
D57.	I oversee the maintenance of green areas, ensuring their proper care and accessibility for the enjoyment of all citizens.
D58.	I coordinate educational workshops on environmental sustainability to raise awareness and engage the community.
D59.	I ensure that public lighting systems are maintained and upgraded to improve safety and energy efficiency.
D60.	I handle the organization of municipal fairs and markets, supporting local businesses and fostering community interaction.
D61.	I evaluate proposals for municipal grants, ensuring alignment with strategic priorities and available resources.
D62.	I work to preserve biodiversity by implementing programs that protect native species and natural habitats.
D63.	I organize surveys to gather citizen feedback on municipal projects and improve the quality of services provided.
D64.	I prepare annual performance reports, analyzing achievements and setting future goals for the municipality's development.
D65.	I develop initiatives to promote equal opportunities and inclusivity within municipal activities and programs.
D66.	I assist in the creation of partnerships with universities to foster research and innovation beneficial to the municipality.
D67.	I oversee the preparation of municipal elections, ensuring a smooth and transparent process for all voters.
D68.	I organize programs to support local artists, providing opportunities to showcase their talents within the community.
D69.	I manage complaints regarding municipal services, ensuring prompt resolution and continuous improvement of operations.
D70.	I promote initiatives for youth engagement, encouraging their active participation in community projects and decision-making.
D71.	I ensure accessibility improvements for public facilities to accommodate the needs of residents with disabilities.



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D72.	I coordinate the implementation of energy-saving measures in municipal buildings to reduce costs and environmental impact.
D73.	I manage agreements for public-private partnerships to ensure the completion of community-focused projects.
D74.	I organize civic engagement workshops to educate citizens on their rights and responsibilities within the municipality.
D75.	I ensure the proper distribution of resources for emergency relief, collaborating with humanitarian organizations.