SUMMARY

Subject matter:  Management of a temporary resource of the head of the structural unit of the municipal administration (on the example of the Administration of the city of Vladikavkaz).

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Information about customer organization:  The Administration of the city of Vladikavkaz

Topicality of the research:  The current situation in Russia determines the importance of municipal authorities and the urgency of the problems of their effective activity, one of the most important parameters of which is the effectiveness of the management activities of heads.

The effectiveness of the heads of departments of municipal administrations depends on many parameters. Not the last place is occupied by the scientific organization of their work, one of the most important areas of which is the management of the temporary resource of a head.

The objective of the research is to improve the management of the temporary resource of a head of the Personnel Management Department of the municipal administration of Vladikavkaz in the context of increasing the efficiency of management activities.

Tasks of the research:

- determining the specifics of the activities of the heads of municipal administrations and the relevance of managing the temporary resource of their labor;
- analysis of theoretical problems in the study of the management of the temporary resource of the heads of municipal administrations;
- identifying and reviewing key aspects of managing the temporary resource of heads of municipal administrations;
• characterization of the activities of the head of the Personnel Management Department of the Administration of the city of Vladikavkaz and determination the task of the scientific organization of their labor;

• analysis of the specifics of managing a temporary resource of the head of the Personnel Management Department of the Administration of Vladikavkaz;

• determination of directions for improving the management of the temporary resource of the head of the Personnel Management Department of the Administration of Vladikavkaz from the standpoint of increasing the efficiency of management activities.

Object of research: the head of the Personnel Management Department of the Administration of Vladikavkaz.

Subject of research: the problems of managing the temporary resources of the head of the Personnel Management Department of the municipal administration of Vladikavkaz and recommendations for their resolution.

Theoretical and practical significance of the research is due to the proposed view of the study of the problem of managing the temporary resource of the heads of the municipal administration.

The findings may be useful in diagnosing the management of the temporary resource of the heads of municipal administrations and in developing the system of scientific organization of labor.

Results of the research:

Head of Department is working effectively. The Department pays attention to the scientific organization of labor and to time management. Among time sinks, external factors - disorganizers dominate. They lead to losses of about 300 minutes during the five-hour working week. Internal factors absorb approximately 200 minutes in a five-day working week. The survey results showed that employees
consider the work of the head of the Department effective; the head manages the staff “rather effectively”; only 50% of employees believe that a head plans his time; only 30% of employees believe that plans are being implemented by a head successfully.

**Recommendations:**

1. Areas of work of a subjective nature. These are: improving the planning of the temporary resource of the head of the Department; their analysis of the use of their working time; elimination of the reasons for the loss of subjective time; increase personal performance.

2. Areas of work of an organizational nature. This is the elimination of the reasons for the loss of objective time and the creation of a corporate time management system in the Administration.

**Expected results** are the creation of a modern time management system.