

RICHARD C. ROSSI

233 Lexington Street  
Watertown, MA 02172

(617) 926-9896 Home  
(617) 498-9027 Office

## QUALIFYING EXPERIENCE

**PURCHASING AGENT, CITY OF CAMBRIDGE, MA.,**  
JANUARY 1978 TO PRESENT. Manages the City's Purchasing Department and General Services functions. Responsibilities include development, implementation and management of the City's 37 million dollar purchasing program. Program includes the purchase of all goods and services for all City departments, as well as, all bids for construction and demolition. Coordinating department operations and implementing managerial directives for a more efficient City effort. Major effort has been total restructuring of the City's purchasing program, making it more responsive to user needs. Manages the City's centralized, printing and mailing services. Advise and assist City Manager or Deputy City Manager on policy and operational problems and direct staff in various problem solving studies. Acting for City Manager, duties include, conducting interdepartmental staff meetings in order to achieve greater efficiency and more cost effective measures. As a key, central staff department head, position requires making presentations before the City Council, departmental staff meetings, and committees.

**ASSISTANT TO SUPERINTENDENT,**  
**CAMBRIDGE WATER DEPARTMENT, CAMBRIDGE, MA.**  
JULY 1976 to JANUARY 1978. Acting for and with the Water Superintendent, responsibilities included all areas of administration, personnel, collective bargaining, purchasing, preparation and administration of the department's 2.7 million dollar operating budget and \$750,000 capital improvements budget. Participated in water rate and service charge studies. Monitored customer service and complaints and provided public relations by addressing community groups. Responsible for all departmental operations as the Acting Superintendent, for 7 months 1977.

**MANAGEMENT INTERN, CITY OF CAMBRIDGE, MA.,**  
SEPTEMBER 1971 TO JUNE 1976. Assigned through City Manager's Office, responsibilities included recommending and helping implement methods for improving City services. Major accomplishments were development of a more cohesive plan for carrying out the Water Department's capital improvements program and complete responsibility for conversion and reorganization of its line item budget to a performance/program based budget.

## OTHER QUALIFYING EXPERIENCE

**TRUSTEE LOCAL 195 HEALTH AND WELFARE FUND.**  
Voted Chairman, 1981 as one of three City designated trustees who administer the Trust Fund.

**GUEST LECTURER ON PUBLIC BUDGETING.**  
FEBRUARY 1979 TO PRESENT. Responsible for planning and conducting public budgeting seminars for both the Institute for Governmental Service, University of MA. (Boston), and Mass. Criminal Justice Training Council.

**MEMBER BOARD OF DIRECTORS, M.A.S.L.I.G.,** (Association of Management Analysts in State and Local Government) 1980 to present.

## SPECIALIZED TRAINING

**MUNICIPAL FINANCE OFFICERS ASSOCIATION (MFOA)**  
Philadelphia, PA., Fall 1979. Budgeting Seminar.

**M.A.S.L.I.G. WORKSHOP,** Towson, Md., October 1976. Intensive workshop for management analysts.

**COLLECTIVE BARGAINING FOR PUBLIC MANAGERS,** US Civil Service Commission, Seminar, Boston 1975.

**LEADERSHIP IN PUBLIC MANAGEMENT,** U. Mass., Seminar, Dec. 1973.

Northeastern University, Master of Public Administration June 1978  
State College at Salem, Salem, MA. B.S. 1968

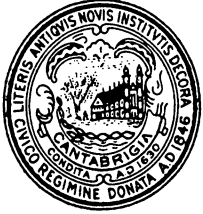
## EDUCATION

## PERSONAL DATA

Date of Birth: September 20, 1946 Marital Status: Married, 3 children  
Military: U.S.A.R. Honorable Discharge 1974

## REFERENCES

Furnished upon request



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

December 7, 1981

To the Honorable, the City Council:

After much serious consideration, I am notifying you of my appointment of Richard C. Rossi, Purchasing Agent, as Acting Deputy City Manager. I have made this decision after five months of dealing with major issues, minor issues, awaiting report items, inquiries from the Council, and day to day operational requirements.

As you are aware, the position of Personnel Director has not been funded in the FY82 budget, so that I have been serving that function also. All of the collective bargaining agreements save the Water Department have expired, and these negotiations have demanded much of my attention. Mr. Rossi will greatly assist me in the personnel process.

There also will be increased demands on my time in the next few months with the legislative change regarding County Advisory Boards. The County Budget will be debated at the same time I am committed to developing a City Budget that requires a real cut of twelve million dollars.

While David Vickery ably deals with Community Development, and Jill Herold is doing likewise with Human Services, day to day crises continue to arise that require the attention of someone in authority, but not necessarily the City Manager. Currently, no one is in that position of authority.

Mr. Rossi will fill this void very well, and he understands the position is on an acting basis. An additional advantage is that his assistant, Miss Barbara Duffy can serve as Acting Purchasing Agent, a position she held for six months in 1977-78.

Enclosed is Mr. Rossi's resume which exhibits a definite career development growth as well as educational achievements. Besides intelligence and skill, his honesty and integrity as Purchasing Agent have never been questioned.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mbf  
Enc.

Agenda Item Number Two *A-113*

Re: Appointment of Richard C. Rossi, Purchasing Agent, as Acting Deputy City Manager.

In City Council,

December 7, 1981

*12/7/81*

*Placed on File -*