

PERSONAL RESUME

Donald P. Hawkes
40 Millbrook Road
Wayland, Massachusetts 01778
Telephone 358-4448

Military Status: 5A
(Served 4 years sea duty,
U.S. Coast Guard, 1958-1962)

Date of Birth: April 13, 1941
Cambridge, Massachusetts

Health: Excellent

Marital Status: Married, 2 sons

Civic Organizations:
Municipal Chairman, Massa-
chusetts Bay United Fund
(Weston); Board of Directors,
Amherst Jaycees

EDUCATION

University of Rhode Island (Kingston), Master of Public Administration, 1970. Honors: Member Pi Sigma Alpha, National Political Science Honor Society.

University of Massachusetts (Amherst), Post-Graduate study, 1967-68. Courses in Regional Planning, Theory of Local Government, Personnel Management.

University of Massachusetts (Amherst), BA, 1967. Major: Government. Area of concentration: municipal administration. Honors: First Dean's List, 1966-67. Extra-curricular activities: Vice President of Class, 1963-64. Executive Council of Class, 1964-66. Varsity Pistol Team, 1963-66.

Newman Preparatory School (Boston), 1962-63.

Belmont High School (Belmont, Massachusetts), Class of 1958.

PROFESSIONAL EXPERIENCE

Belmont, Massachusetts, Administrative Assistant to the Board of Selectmen, November 1972 to present.

Weston, Massachusetts, Administrative Assistant to the Executive Secretary, July 1, 1970 to November 1972.

Amherst, Massachusetts, Administrative Assistant to the Town Manager, January, 1967, to September, 1969.

Areas of responsibility: See attached excerpts from Belmont position description

Professional Organization: Member, Massachusetts Municipal Management Association (Massachusetts affiliate of ICMA). Member International City Management Association (ICMA)

References: Will be furnished upon request.

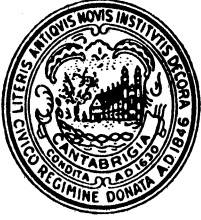
III. NATURE AND SCOPE OF POSITION

List here brief statements describing each of the primary or major responsibilities of the position in approximate order of importance. Details are not necessary. All that is needed are concise, factual statements which will enable a knowledgeable reader to identify and generally understand what each responsibility is and what the character of the position is.

1. Recommend appropriate policies for Selectmen's action and if approved, act to implement.
2. Participate in preparation and compilation of annual town budget and warrants for annual and special town meetings. Attend meetings of Warrant Committee and act as Clerk to Capital Budget Committee. Supervision of budget after adopted.
3. Supervise department heads responsible to Selectmen. In conjunction with department heads recommend actions requiring Board's approval.
4. Indirectly manage and supervise all town hall staff under Selectmen's jurisdiction.
5. Serve as Clerk to Board of Selectmen: prepare agenda and minutes, provide back-up material, studies and recommended decision for Selectmen's approval, prepare documents for signature and handle correspondence.
6. As full-time representative of part-time Board, handle citizen calls and complaints which otherwise would directly reach Selectmen at meetings, in order to free Board's time for consideration of policy matters.
7. Represent Selectmen at hearings of state, county, regional and local agencies.
8. Act as official designee of Selectmen to MBTA, Metropolitan District Commission, Joint Regional Transportation Committee, Eastern Middlesex Criminal Justice Development Agency, and Cambridge Area Manpower Planning Board.
9. Manage land, facilities and equipment under control of Selectmen.
10. Act as liaison between the several town boards and officers to communicate plans, programs, problems and needs for action by appropriate means (formally or informally).
11. Serve as administrative officer for other town boards and officers to perform, on their behalf, such delegated duties as may be approved by Selectmen on continuing basis or for specific purpose.

(Continue on back side of sheet if necessary)

12. Act as Collective Bargaining Agent for Selectmen as designated by Board.
13. Compile and edit annual Town Report .
14. Coordinate purchasing of major items between departments, regional groups or through state contract provisions.
15. Represent interests of the Selectmen and the town government generally in contacts with news media.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

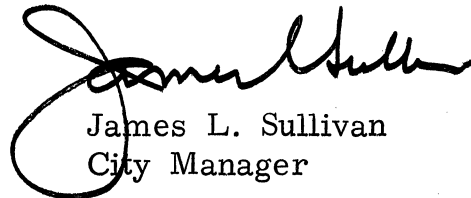
April 22, 1974

To the Honorable, the City Council:

I wish to notify your Honorable Body that I am appointing Donald P. Hawkes of 40 Millbrook Road, Wayland, Massachusetts, to the position of Director of Budget and Personnel for the City of Cambridge, to be effective May 13, 1974, at an annual salary of \$18,780.00.

For your information I enclose at this time Mr. Hawkes' personal resume.

Very truly yours,



James L. Sullivan
City Manager

JLS/b

Appointment of Donald R. Hawkes as
Director of Budget and Personnel.

In City Council,

April 22, 1974

Placed on file