

CITY OF CAMBRIDGE

COMMISSIONER OF INSPECTIONAL SERVICES

General statement of responsibilities & duties

- *Reports to the City Manager and serves as the chief administrative officer for the department.
- *Responsible for enforcement of Massachusetts state building code and architectural access regulations; state and local health, sanitation, environmental and safety regulations; local zoning ordinances.
- *Administers \$1.3M budget and supervises a staff of thirty including building, code, lead paint, plumbing & gas, sanitary, and wire inspectors.
- *Oversees the issuance of permits and licenses generating nearly \$3M in revenues.
- *Receives, investigates, and mediates complaints.
- *Works cooperatively with Historical Commission, City Solicitor, Rent Control, Community Development, Environmental Program and other City departments and state agencies to ensure coordinated efforts in compliance with federal, state and local laws.
- *Supervises the inspection of existing private, commercial, and industrial buildings and structures and buildings under construction.
- *Examines and/or approves plans and specifications for new buildings and structures and for the repair, alteration, and safety conditions of existing buildings and structures.
- *Maintains records, prepares reports, and performs related works as required.

**CITIZENS INTERVIEW PANEL FOR THE
INSPECTIONAL SERVICES COMMISSIONER SEARCH**

Susan Schlesinger
32 Glenwood Avenue
Cambridge, MA 02139

Geneva Malenfant
75 Henry Street
Cambridge, MA 02139

Penny Outlaw
53 Putnam Avenue
Cambridge, MA 02139

Nan Stone
69 Fayerweather Street
Cambridge, MA 02138

Florrie Darwin
371 Harvard Street
Cambridge, MA 02139

Richard Vendetti
28 Winter Street
Cambridge, MA 02141

Brendon Sullivan
18 Garden Street
Cambridge, MA 02138

Hugh Russell
18 Brattle Street
Cambridge, MA 02138

Pam Bender
89 Trowbridge Street
Cambridge, MA 02139

Dr. Richard DiFilippi
182 Upland Road
Cambridge, MA 02140



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

FAX 349-4307

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

December 14, 1992

To The Honorable, The City Council:

The Commissioner of Inspectional Services, has announced his retirement and his last day of service will be December 23, 1992. I have begun the search process for his successor and have included an opportunity for public input into the process as requested by the Council.

The first step of the process is the screening of the seventy-one applications that were received for the position. The resumes represent a strong group of applicants. A screening committee made up of city department heads, including the three Assistant City Managers, the heads of the Hospital, Public Works and the Water Department as well as the Director of Affirmative Action and the Director of Personnel will screen the resumes to reduce the group to a manageable number that will be referred to the Citizens Panel. The Citizens Panel will evaluate the resumes and select those that it wishes to interview. Following its interviews, the Citizens Panel will recommend a list of five candidates to be interviewed by me with Richard Rossi, Michael Gardner and Ellen Semonoff. I will make the final selection after the completion of the interview process.

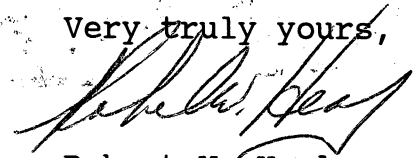
I believe that the process that I have outlined above will enable the City to obtain the best possible person to fill the position of Inspectional Services Commissioner. I have informed the Resume Screening Committee and I will inform the Citizens Panel that in my view managerial strength as well as the ability to work cooperatively with City Departments that enforce other regulatory schemes are critical qualities for the job. I have attached the job description for your information.

As you can see from the attached list of the Citizens Panel, we have put together a very diverse and skilled group of people who will be able to articulate the wide range of the public's concerns in the selection of the new Commissioner. The Panel will begin meeting next week and will be interviewing candidates in January. I would hope to conclude the selection process by early February so that a new Commissioner would be in place by March.

I am in the process of formulating the plan for departmental leadership during the period of the search for the new Commissioner. I will inform the Council of my plans at the December 21 Council meeting.

This letter also responds to Awaiting Report Item Numbers 14 and 19.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Robert W. Healy', written over a horizontal line.

Robert W. Healy

Attachments

CONSENT AGENDA ITEM #21

S-10810

Awaiting Report Item Nos. 14 and 19
regarding the Commissioner of Inspectional
Services.

In City Council,

December 14, 1992

Charter Right
exercised by
Councillor Myers.
At reconvened meeting
held on 12/16/92.
12/21/92 Placed on file