

COMMUNITY DEVELOPMENT DEPARTMENT POSITIONS AVAILABLE AS OF SEPTEMBER 1, 1984

<u>Position Title</u>	<u>Responsibilities</u>	<u>Essential Qualifications</u>	<u>Salary</u>	<u>Status</u>
Administrative Assistant Fiscal Office	Will assist in the processing of contracts, bills payable and other duties as assigned.	BA in Business and one year related experience.	\$16,000	Interviews complete
Residential Energy Program Manager	Responsible for program development, staff supervision, budget preparation, fiscal monitoring and grants management.	Knowledge of State energy programs. Past administrative and supervisory experience. Master's in Public Administration or Planning.	Low \$20's	Interviews in progress
Associate Planner Neighborhood Planning	Will work as a member of the Community Planning Division with responsibility for neighborhood planning in East Cambridge and Area 4.	Master's in Planning and two years relevant professional experience. Past community planning experience.	Low \$20's	Position advertised
Program Assistant Housing	Provide administrative, clerical and program support for a broad range of City sponsored housing programs.	Bachelor's Degree in Planning and one year professional work experience	Mid-teens	Position advertised

Community Development Department
Positions filled since 1/1/84

I. Professional Staff

<u>Position Title</u>	<u>Salary</u>	<u>Essential Qualifications</u>	<u>Name of Person Hired</u>	<u>City/Town</u>	<u>Date of Hire/Transfer</u>	<u>Comments</u>
Residential Energy Program Manager	\$25,313	Knowledge of State Energy Programs. Past administrative and supervisory experience. Master's in Public Administration or Planning.	Elizabeth Dowling	Brewster	6/11/84	
Assistant Planner Block Grant Management	\$24,200	Knowledge of Federal CDBG program. BA in Planning or Public Administration with three years related professional experience.	Janet Reale	Somerville	9/1/84	CDD Staff transferred to this position.
Assistant Planner Labor Compliance	\$16,579	BA in Planning or similar field. Minimum of one year related professional experience.	Alenia Sammy	Cambridge	7/30/84	In house minority candidate.

II. Clerical Staff

Administrative Assistant	\$19,539	Five years executive secretarial experience including supervisory and administrative responsibility.	Jane Maguire	Brighton	6/18/84	In house candidate.
Senior Clerk Typist	\$15,067	Three years secretarial experience.	Mary Marchant	Cambridge	8/13/84	In house candidate
Receptionist Two part-time positions	\$ 7,842 \$ 7,842	Three years receptionist experience or related experience dealing with the public.	Terri Simmons Diane Bongiorno	Framingham Medford	7/23/84 8/20/84	Minority Candidate



CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT

City Hall Annex Inman & Broadway

To Robert W. Healy

From *KAS* Kathy A. Spiegelman

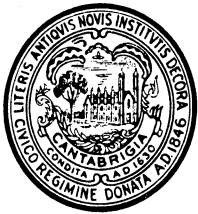
Date September 13, 1984

Subject City Council Order Regarding CDD Hiring

In response to Mayor Russell's Council Order of September 10, 1984, I am enclosing information relative to Community Development Department positions filled since January of this year. Please let me know if you have questions or require additional information.

Thank you.

KAS/tm



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

September 17, 1984

To the Honorable, the City Council:

With respect to City Council Order No. 19 of September 10, 1984 enclosed please find copy of a report from Kathy A. Spiegelman, Assistant City Manager for Fiscal Affairs, listing all appointments to that department during the period of January 1, 1984 to September 10, 1984.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Enc.

A 97

Re: report listing all appointments to the
Community Development Dept. during the period
of January 1, 1984 to September 10, 1984.

In City Council,

September 17, 1984

9/17/84

Placed on File