



CITY OF CAMBRIDGE
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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

February 7, 1994

To The Honorable, The City Council:

In response to Awaiting Report Item No. 4, regarding a plan for hiring a new Director of Traffic and Parking, please be advised of the following:

The process for hiring the Director of Traffic and Parking will be similar to the process used to hire the Director of Inspectional Services. Resumes will be screened by a group of City staff for threshold requirements and responsiveness to the requirements of the job description. A group of Cambridge residents will then review resumes, select candidates to be interviewed, conduct interviews and forward recommendations to me. This Committee will consist of residents familiar and concerned with traffic, parking and transportation issues and will be chaired by Liz Epstein, a Cambridge residents and the Director of the Environmental Program. I will, along with my staff, interview finalists and make a final selection.

Pursuant to Chapter 455, which establishes the Department, the Director of Traffic and Parking must be a traffic engineer and possess qualifications for full or associate membership in the Institute of Traffic Engineers. In addition to those qualifications, I am looking for candidates who are capable of dealing with the operational aspects of the Department including enforcement regulatory efforts related to parking and traffic as well as providing leadership and expertise in transportation planning issues.

The selected candidate must possess strong management skills, the ability to work with other City departments, experience with Federal funding sources and familiarity with transportation related environmental issues. The job title will reflect the dual functions of the Director - that is, traffic and parking operations and transportation planning.

I hope to have a new Director of Traffic, Parking and Transportation in place by July 1, 1994.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev

Consent Agenda # 4 *B-39*

Response to Awaiting Report Item
Number Four, regarding a plan for
hiring the Director of Traffic and
Parking.

*for original order
see Order # 21 of
1/24/94*

In City Council,

February 7, 1994

Please on file