



# City of Cambridge

22.

**IN CITY COUNCIL**

December 12, 1994

COUNCILLOR SULLIVAN

ORDERED: That the City Manager be and hereby is requested to review the attached communication from Carolyn Shipley, 15 Laurel Street outlining her concerns with the salary range for the Site Director vis a vis the Neighborhood Council Coordinator and be it further requested that a response be made to address her concerns.

**Citywide Community Council**  
15 Laurel Street  
Cambridge, MA 02139  
492-0601

November 13, 1994

Michael Sullivan  
City Council Chambers  
City Hall  
Massachusetts Avenue  
Cambridge, MA 02139

Dear Councilor Sullivan:

It has come to our attention that a job, very similar to the position of Neighborhood Council Coordinator, has been posted in the City and that the salary for it is in a range between \$15.59 per hour and \$19.18 per hour, whereas the salary range for a Neighborhood Council Coordinator is \$10.56 per hour base up to \$14.41 per hour maximum.

Upon careful review of both job descriptions, we find these jobs to be similar. We have long felt that the Coordinators, mostly women, are being paid at a rate lower than comparable positions in the City.

The position of Site Director-Family Center is worthy of the salary given to the position, but we feel the position of Coordinator is as worthy.

Attached is a listing of the parallel duties of both the Site Director and Coordinator positions taken from the official job description of each found on file.

We would like the opportunity to discuss this matter with you and work toward an equitable salary structure for the duties performed.

Sincerely yours,

*Carolyn Shipley*

Carolyn Shipley  
Chairperson  
Citywide Community Council

cc: Jill Herold, Robert Healy

## SITE DIRECTOR

### LEADERSHIP

Lead, develop, and coordinate activities of the Center for Families: home visits, information and recreation, etc.

### STAFF SUPERVISION

Develop and coordinate assignments, training and supervision of Center staff.

### PROGRAM OPERATIONS

Oversee daily operations of the Center.

### RESPONSIBILITY TO COMMUNITY BOARD

Work with an existing Center for Families Planning Comm. and Local Community Advisory Council in various developmental activities.

## COORDINATOR

### LEADERSHIP

Responsible for the administration of educational, recreational and social activities developed under the direction of his/her Neighborhood Council.

Design and implement programs supported by his or her Neighborhood Council.

### STAFF SUPERVISION

Recruit, and supervise day to day, the staff and volunteers working in the programs and activities of the Council.

### PROGRAM OPERATIONS

Manage facilities used for all Neighborhood Council activities including responsibility for building supervision and security.

Maintain necessary equipment and supplies to operate the programs.

Maintain close communication with school personnel, both educational and custodial.

Recruit and provide for the supervision of volunteers working in the programs and activities of the Council.

### RESPONSIBILITY TO COMMUNITY BOARD

Actively promote the involvement of community residents in the local Neighborhood Council, and the Council's programs and activities.

Provide the Council with technical assistance in running monthly meetings, holding elections, and designing By-Laws.

## FUNDRAISING

Assist in fundraising development.

## NETWORKING/OUTREACH

Serve as a liaison to the community and schools to coordinate services. Represent Center at meetings and other related events. Develop and facilitate interagency activities with consultants from area institutions of higher learning.

Identify, recruit and involve neighborhood residents, groups, and the school community in an identified neighborhood to be part of the Center for Families development process.

## BUDGET AND ADMINISTRATION

Perform all administrative functions.

Establish an administrative system for client records regarding confidentiality, intake, referral, monitoring, and case management.

Prepare and manage budget expenditures.

## PROGRAM EVALUATION

## -OTHER

Report to the proposed Local Governing Committee on policy and programmatic planning.

## FUNDRAISING

Secure additional financial resources for the maintenance and development of the Council's programs.

## NETWORKING/OUTREACH

Maintain close communication and collaboration with neighborhood organizations and supervise the school building as needed for their use.

Advocate for neighborhood people both individually and in groups or organizations.

Work with all divisions of DHSP and other City departments to provide resources to the community.

## BUDGET AND ADMINISTRATION

Manage program budget with the Council and ensure close communication with the fiscal unit of DHSP.

Provide regular program and fiscal reports to the Neighborhood Council and the Program Manager and Fiscal Officer of DHSP.

## PROGRAM EVALUATION

Evaluate programs, maintain all records necessary to assess both program quality and staff performance.



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December 12, 1994

COUNCILLOR SULLIVAN  
COUNCILLOR BORN  
COUNCILLOR DUEHAY  
COUNCILLOR MYERS  
VICE MAYOR RUSSELL  
COUNCILLOR TRIANTAFILLOU

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In City Council December 12, 1994  
Adopted by the affirmative vote of eight members.  
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- *D. Margaret Drury*

D. Margaret Drury  
City Clerk



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CM-424

Consent Order #22  
Councillor Sullivan re: Review communication from  
Carolyn Shipley regarding salary range for  
Sie Director and Neighborhood Council Coordinator.

In City Council December 12, 1994

Order adopted