

CYNTHIA H. GRIFFIN

12 Orlando Lane
Attleboro, MA 02703
(508) 226-7472

SUMMARY OF QUALIFICATIONS

Experienced Manager with diverse background in administrative functions including fiscal, personnel and public procurement. Strengths include proven leadership and communication skills; excellent organizational skills; extensive PeopleSoft experience; knowledge of procurement policies and procedures; and commitment to highest level of performance and customer service. Certified MCPPO.

PROFESSIONAL EXPERIENCE

CITY OF CAMBRIDGE

Acting Purchasing Agent

Present

Direct central Purchasing Department. Oversee all bid procedures and awarding of vendor contracts. Manage and troubleshoot PeopleSoft purchasing module and on-line requisitions. Manage City's print shop and mailroom.

Division Head/Administration, Department of Human Services

1995-Present

Responsible for the financial, personnel, facilities management and administrative support functions for \$16M Department. Directly supervise a staff of 10. Develop bid specifications for significant purchases and in collaboration with the Purchasing Department review bids and recommends awards. Monitor and track grant revenue in excess of \$4.2 million dollars and fees and tuition in excess of \$2 million. Manage all personnel matters for approximately 180 benefited and 300 part-time employees including required training workshops/programs. Serve as Department's Sexual Harassment Coordinator. Represent the Department's interests in the implementation and training in PeopleSoft applications. Manage all facilities management and administrative support functions.

Assistant to the Assistant City Manager/Human Services

1987-1995

Supports the Assistant City Manager on special projects and initiatives; plans, organizes, coordinates, and directs daily operations of the support team for the Department. Primary liaison between the Department and the Haitian Services Collaborative and responsible for the supervision of the Haitian Services Coordinator. Prepare Department's annual report.

MOUNT AUBURN HOSPITAL, Cambridge, MA

Development Associate

1986-1987

Under the direction of the VP for Development and Community Relations, responsible for planning, writing solicitation letters, organizing and supervising the day-to-day operations of the Annual Appeal. Planning and organizing all special events, including weekly fundraisers, annual dinner and corporate seminars; preparing and maintaining a budget; and completely automating the Development Department including research, purchase and implementation of a new computer system. Hire and supervise support staff.

Secretary

1984 - 1986

Responsible for research, development and maintenance of donor information, gift processing, and correspondence. Develop and maintain word processing system for tracking gifts, producing lists and files of all gifts. Oversee lists of materials for

Annual Appeal mailing, and other special fundraisers. Research new sources of funds, corporate, individual and planned giving.

SYSTEM DEVELOPMENT CORPORATION, Somerville, MA

Administrative Assistant

1983-1984

Train and supervise all clerical and data processing staff for the fiscal operations of the Department. Schedule and distribute work assignments, monitor performance of unit members; perform personnel functions; co-ordinate statewide training sessions and meetings for Medicaid providers; coordinate office operations and maintain organizational policies and procedures.

CAMBRIDGE SUPPLEMENTAL FOOD PROGRAM, Cambridge, MA

Program Director

1980-1982

Responsible for all areas of program administration and policy planning for the Corporation as specified by federal regulations; hire, supervise and train staff; procure/furnish office space for six sites. Produce fiscal reports, yearly federal and state taxes and payroll. Develop annual proposal and budget for federal and state approval.

Nutrition Assistant

1977-1982

Responsible for food voucher distribution and nutrition education counseling; maintain records of recipients; maintain inventory of vouchers; responsible for compliance with state regulations.

EDUCATION

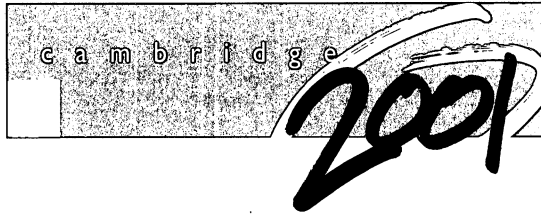
Duquesne University, Pittsburgh, PA
BA, English

1970

CERTIFICATIONS/AFFILIATIONS/WORK RELATED TRAININGS

Massachusetts Certified Public Purchasing Official (MCPPO)
Massachusetts Association of Public Purchasing Officials, member
Sexual Harassment Coordinator, DHSP
National Multi-Cultural Institute, Washington, D.C.

Training of Trainers: Developing Cultural Diversity Programs for the Workplace
The Corporate Leadership Program, Babson College



3.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager Richard C. Rossi, Deputy City Manager

June 25, 2001

To The Honorable, The City Council:

I am pleased to announce that I have appointed Cynthia Griffin as Purchasing Agent for the City of Cambridge, effective June 18, 2001.

I have attached Ms. Griffin's resume for your information.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy".

Robert W. Healy
City Manager

RWH/mec
Attachment



49A

Consent Agenda #3

Appointment of Cynthia Griffin
as the Purchasing Agent for the
City of Cambridge, effective
June 18, 2001.

In City Council June 25, 2001

PLACED ON FILE