

ATS. 5814

ROBERT M. STEVENS

144 Shore Drive, Apt. 3
Winthrop, MA 02152-1602
(617) 846-0820 (h)
(617) 727-3578 x 105 (w)

QUALIFICATIONS SUMMARY:

Over eighteen years experience in management, program development, and equal opportunity/affirmative action within government and corporate environments utilizing effective communication and analytical skills.

Areas of expertise include:

- o M.G.L. Chapter 115; 108 CMR - DVS
- o Massachusetts Fiscal Policy and Management
- o Public Personnel Administration/Labor Relations
- o Equal Employment Opportunity/Affirmative Action
- o Contract Administration/Compliance
- o Computer Systems/Applications

PERFORMANCE RECORD: PUBLIC SECTOR (GOVERNMENT)

COMMONWEALTH OF MASSACHUSETTS - (1986 - Present)

Department of Veterans' Services - (1991 - Present)

- o Assistant Commissioner for Administration and Finance

Responsible for the administration and management of the department's \$18.5 million operating budget. Direct reimbursements to the cities and towns for monies expended pursuant to M.G.L. Chapter 115 and 108 CMR Department of Veterans' Services regulations. Oversee all Human Resource, Labor Relations and Equal Employment Opportunity/Affirmative Action activities of the department. In addition, I oversee all purchase of service activities for the department's ancillary Veterans' programs, ie., Homeless Shelters, Outreach Centers, job training and educational programs.

PERFORMANCE RECORD: PUBLIC SECTOR - CONTINUED

Department of Youth Services - Senior Manager - (1986 - 1991)

- o Equal Opportunity Administrator
- o Assistant Director Personnel/Labor Relations

Responsible for the development and implementation of the department's Equal Employment Opportunity/Affirmative Action Plan. As Assistant Personnel Director within a Juvenile Justice agency I was responsible for the personnel and labor relations activities of the department.

COMMONWEALTH OF MASSACHUSETTS (1974 - 1976)

Assistant to Secretary of Administration and Finance

- o Acting Director, State Office of Affirmative Action

Responsible for developing and implementing a comprehensive statewide Affirmative Action Program for the Commonwealth.

PERFORMANCE RECORD: PRIVATE SECTOR

BERKSHIRE HATHAWAY, INC. (1982 - 1986)

- o Customer Service Manager
- o New England Sales Manager
- o Assistant Purchasing Manager

ORGANIZATION OF AFRO-AMERICAN VETERANS (1981 - 1982)

- o Program Director/Consultant

TILCON WARREN, INC. (1979 - 1980)

- o Union Steward - Road Construction Industry

RELATED EXPERIENCE:

Prior experience in management of Social Services programs:

- o Program Consultant, College Now Program, UMASS - Dartmouth
- o Employment Counselor, Division of Employment and Training, Commonwealth of Massachusetts
- o Program Director, Work Incentive Program, Federal educational program for disadvantaged youth

EDUCATION:

University of Massachusetts - Dartmouth, MA
Bachelor of Arts
Major: Humanities/Social Science
Minor: Philosophy

Harvard University - JFK School of Government

MILITARY SERVICE: US Army, Vietnam Veteran (1964 - 1967)

REFERENCES: Furnished upon request



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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

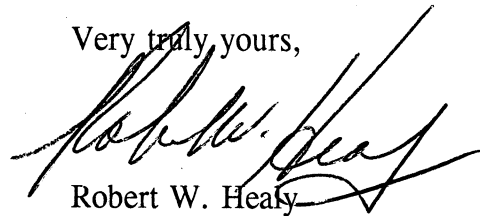
July 31, 1995

To The Honorable, The City Council:

Please be advised that I have appointed Mr. Robert M. Stevens as Director of Veterans' Services for the City effective July 31, 1995.

As you can see from the attached resume, Mr. Stevens brings extensive experience in the area of Veterans' Services and Human Services to this position.

Very truly yours,



Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda # 23

A-53

Appointment of Mr. Robert Stevens as
Director of Veterans' Services.

In City Council,

July 31, 1995

Placed on file