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CAMBRIDGE, MASS.

EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

July 23, 1976

MEMORANDUM TO: Community Development Department Staff

FROM: James L. Sullivan, City Manager

SUBJECT: Management of Community Development Department

Effective immediately, and with the concurrence of Jim Farrell, I am placing David Vickery in full charge of the Community Development Department's operations.

At a later date, I intend to employ an Assistant City Manager for Community Development who will assume responsibility for the operation of the Community Development Department; but it is my intent that from that time on David Vickery continue as manager of the work program in all its aspects.

The above delegation of authority includes but is not limited to the following aspects of the Community Development Department's operations:

- PRODUCTION (Management of Work Program)
  - . Determining work program recommendations for Planning Board/City Manager review and decision.
  - . Assigning/reassigning staff as necessary to effectively carry out the department work program.
- SUPPORT SERVICES
  - . Exercising overall responsibility for effective operation of financial, secretarial and graphics sections, as well as for the supplies/equipment function.
- PERSONNEL ADMINISTRATION
  - . Determining work rules and procedures for day-to-day staff operations.
  - . Making decisions as needed re vacations and other individual personnel matters.
  - . Recommending staff changes for City Manager review and action.

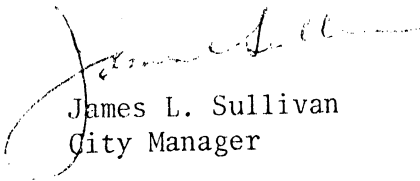
- EXTERNAL RELATIONSHIPS

- Exercising overall responsibility for department's relationships with other departments, City Council, citizens, State and Federal Government, etc.

During this interim period Jim Farrell will be available to David Vickery on a consulting basis.

I look forward to having all Community Development Department staff members give David their unqualified cooperation.

Very truly yours,



James L. Sullivan  
City Manager

JLS/mbf

cc: City Council  
All Department Heads

A-81  
Placing of David Vickery in full charge of the  
Community Development Department's operations.

July 23, 1976