

Kevin A. Sweet

PROFILE

An innovative dynamic leader with demonstrated organizational, analytical and communication skills. Extensive knowledge in local government operations and demonstrated experience in the following areas:

- * Community and Media Relations
- * Intergovernmental Affairs
- * Operations and Project Management
- * Capital Improvement Planning
- * Economic and Community Development
- * Conflict and Dispute Resolution
- * Strategic and Long Range Planning
- * Public Works Infrastructure
- * Collective Bargaining
- * Personnel Management
- * Written and Oral Communication Skills
- * Public Procurement and Contract Management
- * Financial Management and Budgeting
- * Organizational Management
- * Grant Writing and Management
- * Incident Management and Response

PROFESSIONAL EXPERIENCE

Acting Town Administrator

4/2013 - Present

Town of Maynard, Massachusetts

Duties and Responsibilities:

- Acting Chief Administrative Officer responsible for managing all day-to-day operations and implementing directives and policies of a five member board of elected officials
- Responsible for the development of annual operating budget, ongoing budgetary management, personnel management, labor relations, procurement, Town Meeting preparation, capital improvement planning, strategic planning, economic development, media relations, developing community partnerships and constituent services
- Manage financial affairs and supervise the financial management of the Town
- Serve as Chief Procurement Officer and Chief Personnel Officer

Assistant Town Administrator /

6/2012 - Present

Executive Director of Municipal Services

Town of Maynard, Massachusetts

Duties and Responsibilities:

- Assistant Chief Administrative Officer, Act on behalf of the Town Administrator in his absence on administrative functions
- Serve under the general direction of the Town Administrator, assisting in managing day-to-day operations and implementing all directives and policies of a five member board of elected officials
- Assist with preparation and administration of operating budget and capital improvement planning
- Assist with personnel management and labor relations
- Assist with labor negotiations and contract administration with bargaining units
- Supervise and direct the efficient administration of all Divisions and employees within the Office of Municipal Services
- Supervise the issuance of all permits and licenses issued by the Office of Municipal Services
- Supervise the enforcement of all State and Local codes, rules and regulations pertaining to public health, conservation, building, plumbing, gas, electrical, and weights & measures
- Direct community development activities, business recruitment, development oversight, and permitting
- Representative to external boards, commissions, citizen groups, and local, state, federal agencies
- Planning, implementation, and review of short and long-range goals and performance
- Respond to requests for information from the media, governmental entities, organizations and individuals
- Prepare grant applications, monitor grant compliance, and manage special projects

Emergency Management Director / Chairman, LEPC
Maynard Emergency Management Agency, Maynard, Massachusetts

7/2010 - Present**Duties and Responsibilities:**

- Responsible for coordinating federal, state, local, volunteer, and private resources during emergencies and disasters in the Town
- Coordinate and carry out all Emergency Management Agency activities and ensure smooth operation of the Emergency Operations Center (EOC)
- Develop plans for effective response to all-hazards and integrate response planning with a broad range of public and private sector community partners to ensure inclusive and effective planning

Director of Public Health & Integrated Solid Waste Management
Town of Maynard, Massachusetts

8/2009 – 6/2012**Duties and Responsibilities:**

- Principal administrative head of the Health Department and legally appointed Agent
- Manage the administrative, planning, and inspection work related to the Town's public health program and ensure enforcement of pertinent laws, rules and regulations
- Manage and oversee the Town's curbside solid waste and recycling program, drop-off facility, composting facility, household hazardous waste days and waste reduction programs
- Responsible for preparing annual department budget and monitoring department accounts
- Responsible for the development, implementation and administration of a variety of community-based public health programs and services
- Review health data, assess community health needs, and implement appropriate measures
- Collaborate with local, state and federal agencies to meet goals, mandates, and improvements

Adjunct Professor
Cambridge College – School of Management, Cambridge, Massachusetts

6/2009 – 6/2012**Duties and Responsibilities:**

- Adjunct Faculty member within the graduate education program at the College's School of Management
- Develop course lesson plans, lecture material and assignments

Director of Operations, Safety and Emergency Management
Cambridge College, Cambridge, Massachusetts

11/2007 – 11/2008**Duties and Responsibilities:**

- Responsible for oversight of a wide-range of operational management and ancillary services including; on-site copy center services, mail room services, classroom setup services and office supply deliveries
- Oversee and manage the Office of Safety and Emergency Management
- Responsible for budget preparation and oversight of multi-million dollar budget
- Ensure college-wide compliance with all environmental health and safety regulations and keep abreast of any changes to laws and regulations that impact the institution
- Responsible for the design, development, and implementation of College-wide crisis management, security and EH&S policies, procedures, and protocols
- Responsible for designing and delivering associated trainings in multiple building locations in Cambridge and across the country
- Conduct building and life safety inspections, and make recommendations for corrective action
- Primary liaison with all federal, state and local regulatory agencies
- Serve as Chairman of the College Safety, Crisis Management and Disaster Recovery Planning Committee

Assistant Executive Director of Public Health
Director, Greater Taunton Medical Reserve Corps
City of Taunton, Massachusetts

11/2003 – 11/2007

Duties and Responsibilities:

- Assist with overseeing and managing the day-to-day operations of the City Health Department
- Direct and manage the activities of professional and clerical staff
- Ensure the department operates in accordance with various state and local codes, regulations and laws
- Assist with department budget preparation, presentation and management
- Act as the City's representative at various national, state, regional and local meetings and events
- Perform emergency and necessary condemnations as well as establishment closures
- Review plans for building permits, food establishments, on-site sewage disposal systems, Planning Board, Zoning Board of Appeals, and Development Impact Review Board.
- Facilitate public health emergency preparedness drills and activities
- Advise and assist the Medical Reserve Corps Coordinator with the recruitment of volunteers, management, training, grant-funding opportunities and overall sustainability of the Unit

EDUCATION

Master of Science, Emergency Management
 Massachusetts Maritime Academy

Buzzards Bay, MA

Master of Public Administration

Roger Williams University (*Anticipated: May, 2015*)

Bristol, RI

Graduate Certificate, Local Government Leadership and Management

Suffolk University, Sawyer School of Business – Moakley Center for Public Management

Boston, MA

Graduate Certificate, Public Health Preparedness

Pennsylvania State University, College of Medicine

University Park, PA

Bachelor of Science, Marine Safety and Environmental Protection

Massachusetts Maritime Academy

Buzzards Bay, MA

PROFESSIONAL CREDENTIALS

Certified Health Officer - Commonwealth of Massachusetts, *Division of Professional Licensure, Board of Certified Health Officers* License # HO 374

Registered Sanitarian - Commonwealth of Massachusetts, *Division of Professional Licensure, Board of Sanitarians* License # RS 1367

PROFESSIONAL AFFILIATIONS

- Fellow, Local Public Health Institute of Massachusetts (*Inducted: 2012*)
- Executive Board, Boston University (BUSPH) – The Partnership for Effective Emergency Response
- Commissioner, East Middlesex Mosquito Control Project
- Member, Massachusetts Municipal Managers Association
 · *Committee Member, Leadership Exchange Group*
- Member, Massachusetts Municipal Personnel Association
- Member, Massachusetts Health Officer Association
- Member, American Society for Public Administration
- Member, National Association of County & City Health Officials