

PAMELA NOLAN



OBJECTIVE SUMMARY Position of Town Manager/Administrator. Over 25 years of progressive Senior level management experience gained in both the public and private sectors. Full familiarity with political system and public policy making. Skilled in coastal problems and coastal functions. Skilled in labor relations, human resources, media and public relations as well as traditional managerial and administrative responsibilities.

EXPERIENCE

TOWN ADMINISTRATOR, TOWN OF SEEKONK 7/11 – present

- Oversight of 18 departments – over 200 employees
- Building three municipal buildings: Senior Center, Fire Station and Animal Shelter
- Certified purchasing agent responsible for all contracts and RFP's and bids
- Perform Human Resources function – responsible for nine unions
- Direct weekly oversight and creation of annual Town budget approximating \$43 million
- Prepare all Board of Selectmen Agendas
- Reduced Health Insurance costs by \$400,000.00
- Open door policy for residents and Selectmen
- Work with Town Committees as a resource
- Create all warrants for Town Meetings
- Represent the Town with all state and federal agencies

TOWN ADMINISTRATOR, TOWN OF TRURO 12/04 – 07/11

- Oversee and supervise 15 departments including: Accounting, Treasury, Building and Inspection, IS Legal Assessor Health Council on Aging Recreation Harbormaster DPW Shellfish Beach
- Creation and daily oversight of \$16 million budget
- Lead negotiator for three public sector bargaining units
- Act as Director of Human Resources
- Certified as Town Public Purchasing Officer, responsible for writing all contracts
- Responsible for all Insurance Needs
- Respectfully and responsibly meet the needs of the Board of Selectmen, Town Committees and Residents
- Built \$4 million Community Center

TOWN MANAGER, TOWN OF PLYMOUTH 6/03 – 12/04

- Full responsibility for nine public sector unions
- Creation and daily oversight of \$150 million budget

- Oversight of 20 departments including Police and Fire, Treasury, Accounting, Harbormaster, IS
- Responsible for all insurance for the Town
- Responsible for all hiring and firing and discipline for the Town
- Resolved \$5 million budget deficit in mid-year
- Creation of all agendas for Board of Selectmen's meeting and all Town Meeting Warrants
- Keep an open door policy and involve myself in all resident complaints and concerns

TOWN MANAGER, TOWN OF WESTERLY, RHODE ISLAND 11/99 – 6/03

- Serve as Public Safety Commissioner – resolved police unrest
- Develop and Implement a Human Resources Office
- Serve as Director of Public Works (three years)
- Create and oversee a \$60 million and provide daily oversight
- Extensive interaction with state regulatory agencies on both river and coastline issues

EXECUTIVE ADMINISTRATOR – TOWN OF WEYMOUTH, MA 7/95 – 11/99

- Oversee and supervise 15 departments, over 800 employees
- Direct preparation and daily oversight of \$86 million budget
- Lead negotiator for 11 union contracts, daily contract administration, grievances, etc
- Established Labor Management Council
- Established and created a Human Resources Department
- Built a new Police Department Building
- Meet compliance regulations for all state and national mandates and requirements
- Extensive deliberation and negotiation with Massachusetts DEP over drinking water regulations
- Participate in the closing of Weymouth Naval Air Station

CHIEF OF STAFF TO MAYOR – CITY OF ROME, NY 1/92-7/95

- Direct Senior Staff and 12 Department Heads, 600 employees
- Direct preparation and oversight of \$86,000 budget
- Lead negotiation and responsible for daily contract negotiation for 6 public sector unions
- Spearhead policy development for all departments
- Institute and streamline, downsize, City government
- Facilitate resident grievances
- Represent the Mayor and the City with NY regulatory agencies
- Liaison with Oneida Indian Nation in building of first NY casino
- Director of Personnel

DIRECTOR OF HUMAN RESOURCES – NOLAN INDUSTRIES, '85-95

- Managed Human Resources for 100 employee private manufacturing firm

EDUCATION

Bachelor of Arts – State University of New York College at Buffalo, Elmwood Ave, Buffalo, NY

Masters Coursework – Indiana University, Bloomington, Indiana (40 credit hours)

Certificate- Senior Executive Management Program, Harvard University

REFERENCES

On request