

Bernard R. Kubiak

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Summary of Qualifications

- Managerial skills involved with planning, budgeting, organization, implementation and monitoring of service delivery in municipal government and human services.
- Strong research skills and ability to integrate information from various sources.
- Ability to work collaboratively with for-profit and non-profit corporations to provide quality services and meet contract goals.
- Broad experience and education provides the ability to function effectively in multidisciplinary and multicultural environments.
- Excellent communication skills in public speaking and writing.
- Familiar with Windows operating systems and applications (Word, Excel, Access, Outlook, Acrobat, Dreamweaver, various web browsers); proficient computer user.

Experience – Administration

Vice-President, Operations, Aditus Inc., Chicopee Massachusetts (2003 – 2004)

Responsible for the operation of employment programs providing services to eighty seven individuals through individual work placements or enclaves and for community based individualized developmental services. Provide outreach to the business community and represent the organization in working with state administrative agencies. Conduct job development efforts for clients. Provide technical assistance to the organization as needed.

Senior Program Specialist, Department of Mental Retardation, Commonwealth of Massachusetts (1982 – 2003)

Planned, advertised, negotiated, contracts for services for adults with mental retardation including the development of program specific budgets with provider agencies. Worked to develop the overall program budget for the Area Office. Insured that funds for contracted services were appropriately used and that the Area Office remained within its budget. Initiated, monitored and modified the implementation of service provision to eligible individuals. Developed collaborative relationships with service providers and insured the delivery of quality services.

Progressive responsibilities in three Area Offices, including:

- Providing family support and emergency services to several hundred individuals.
- Providing residential services to adults.
- Providing vocational and day program services to adults.
- Insuring quality service provision, planning for new services or modification of existing contracts to meet the changing needs of individuals and families.
- Interacting with other public service organizations: state agencies, municipalities, private organizations, and clinics on individual or service system related issues. Assist individuals involved in the criminal justice system. Represent the Area Office in various public forums.
- Insuring the Area's compliance with court decrees and Federal requirements for planning and record keeping.
- Achievements include planning and implementing a reorganization of family support and vocational services to increase availability without increased funding; successful placement of persons in vocational and residential services from both institutional and community settings; development of new program services.

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Experience – Municipal Government

Selectman, Town of Belchertown (1983-1989, 1992-1998)

- Elected to four terms as selectman in a rapidly growing community of 12,000 with a budget of approximately \$20 million. Served as Board Chairman for four years.
- Involved in all aspects of municipal administration, including budgeting, personnel administration, and planning. Member of the Massachusetts Municipal Association's Environmental Policy Committee.
- Achievements include restructuring of town government to enable better administration, revision of the Town's personnel bylaw (which led to the voluntary decertification of an employee union), construction of two schools and a day care center, planning for the construction of a municipal complex, improvement of the protection of persons and property, establishment of a groundwater protection program, developing a recycling program, lake restoration, construction of affordable housing. Participated in writing proposals or grants for several of these and other projects.

Member, Finance Committee, Town of Belchertown (1989-1992)

- Appointed to the Finance Committee, which is responsible for compiling the annual town budget and advising town meeting on financial matters. Approved emergency fund transfers.
- Achievements include working as a team to successfully balance town budgets and meeting the financial needs of a growing community.

Commissioner, Hampshire County (1988 -1997)

- Appointed then elected County Commissioner representing the Town of Belchertown. Served as several terms as Moderator of the twenty-three person commission, as a member of the Executive Committee and one year as Commission Chair. Chaired the Human Service Committee, which was responsible for grants to social service agencies, coordinating human service activities among communities, grant writing and operation of the County's skilled nursing facility.
- Achievements include enhancement of the County's cooperative purchasing program to cover health insurance, to offer communities better rates and control over costs; County sponsorship of recycling, traffic safety and anti-smoking efforts; automation of the Registry of Deeds to allow for optical scanning and storage of documents and on line access to deeds.

Education

- *Public Policy and Administration*, University of Massachusetts, Amherst, MA . MPPA degree anticipated June 2005. Coursework includes policy analysis, human resources, statistics, information technology, economics, public finance.
- *Master of Education*, American International College, Springfield, MA, 1978.
- *Bachelor of Arts in History*, with honors, St. Bonaventure University, Allegany, NY, 1970.
- Trainings in project management, organizational behavior, time management, and behavioral therapies.

Personal

- Landscape, natural light fine art, and narrative (street) photography. An avid reader, decent cook, enjoy traveling, walking in the woods, computers, the blues, fly fishing and gardening.

References

- On request