

**Kate I. Hodges**

**EDUCATION:** Framingham State University  
MA, Public Administration & Public Policy

University of Massachusetts at Amherst, Commonwealth Honors College  
BA, Sociology & Women's Studies; Criminal Justice Certificate  
College of Social and Behavioral Sciences, Class Valedictorian

**EMPLOYMENT:**

**02/15 - Present                      Town of Concord, MA, Deputy Town Manager**  
**(Feb. 2015 - Assistant Town Manager; Promoted to Deputy - Dec. 2018)**

Responsibilities include:

- Providing collaborative, forward thinking and responsive leadership to assist the Town Manager in the planning, development, implementation, maintenance and management of all Town services and operations.
- Negotiating and administering union contracts for Police, Fire, Public Safety Dispatch, Public Works and Library divisions. Annually assisting in the preparation of the Town Budget including General Fund, Capital, OPEB and Debt Service plans; drafting, editing and overseeing the distribution of all Town reports and publications including Annual and Special Town Meeting warrants, Town and Finance Committee reports and the required state audit statements.
- Representing the Town in conducting business with State, Federal and local agencies; directing and coordinating the administrative and functional operations of multiple Town Departments.
- Serving as liaison between the Town Manager and/or Select Board and designated Town boards, committees and departments; regularly facilitating agreements, contracts and strategic planning between parties.
- Analyzing public service needs and relative changes in State and Federal laws, regulations and programs impacting the Town; recommending new and modified programs, initiatives and services; making recommendations to the Select Board and Town Manager regarding objectives and priorities.
- Managing and overseeing the Town's Sustainability and Economic Development goals and projects; evaluating and enhancing the Town's benchmarks and metrics regarding sustainability and development performance.
- Functioning as the Town's risk management officer by administering the Town's general liability, auto and professional liability insurance programs; acting as landlord for Town-owned and leased buildings, historical structures, community farms and art/ performance centers.
- Conducting investigations involving confidential affairs and/or employee matters; recommending action, including disciplinary, to appointing authorities, Town Counsel and/or the Personnel Board.
- Preparing, negotiating, administering, and maintaining legal and other important Town documents including contracts, leases, Administrative Policies and Procedures and Requests for Proposals; serving as a liaison with parties to agreements; communicating terms of documents to others as needed.

**05/19 - 09/19**

**Town of Concord, MA, Interim Town Manager**

Responsibilities included:

Performing the roles of leader, manager and administrator to ensure a smooth transition between Town Management; providing strategic leadership and guidance to the Town's Senior Management Team by making sure the various activities of the Town were administered smoothly and without interruption.

- Coordinating actions among town departments and between boards, committees and governmental officials; serving as the Town's spokesperson, in partnership with members of the Select Board, with various local, state and federal agencies, business, and community groups and citizens.
- Ensuring that Town business continued to be carried out in accordance with the highest ethical standards.
- Continuing to perform the duties and functions of the Deputy Town Manager.

**04/08-02/15**

**Town of Littleton, MA, Director of Parks, Recreation and Community Ed.**

Responsibilities included:

- Managing and operating a comprehensive year-round Department partially funded by the Town and under the appointing authority of the Recreation Commission.
- Accounting for the Department's yearly operating and capital budgets including responsibilities for monthly reconciliation to the Town treasurer, posting and entering accounts payable into Town software systems and preparing quarterly reports for adoption and acceptance by the Commission and the Board of Selectmen monthly.
- Researching, applying for and executing all grants for Departmental renovations, land acquisitions, events and programs.

**AFFILIATIONS & AWARDS:**

Recipient of MMA's Kenneth Pickard Municipal Innovation Award, 2019, for community engagement

ICMA Credentialed Manager, 2018-Present (ICMA-CM)

Certified Public Purchasing Official, State of Massachusetts (MCPPO)

International City Managers Association (ICMA), Member, 2015-Present

Massachusetts Municipal Managers Association, Executive Board, 2018-2020

Massachusetts Municipal Association, Member, 2009-Present

New England Park Association, Member, 2004-Present; Executive Treasurer, 2009-2017