

Stephen J. Crane, M.P.A.

PROFESSIONAL EXPERIENCE

The Town of Longmeadow, Massachusetts
Town Manager

Longmeadow, MA
April 2013 to Present

- Perform Chief Executive Officer duties including appointment and management of all Town employees, negotiation of contracts, and the administration of all day-to-day operations.
- Responsible for dissemination of public information, intergovernmental relations, planning and community development, risk administration, procurement, and collective bargaining.
- Prepare and submit to the Select Board the annual municipal budget, capital improvement plan, long-term financial plan, and other fiscal policies.

The City of Lancaster, Wisconsin
City Administrator

Lancaster, WI
June 2009 to March 2013

- Performed Chief Administrative Officer duties including management of all City employees, preparation of City Council agendas, coordination of procurement including direct approval of expenditures up to \$25,000, and the administration of all day-to-day operations.
- Responsible for economic development initiatives, dissemination of public information, intergovernmental relations, strategic planning, personnel matters, and collective bargaining.
- Prepared and submitted to the City Council the annual municipal budget, the five-year capital improvement plan, the long-term financial plan, and other fiscal policies.
- Provided stewardship of City assets including the Lancaster Municipal Airport, the Lancaster Municipal Golf Course, and the Water, Wastewater, and Stormwater Utilities.
- Served as ex officio member of and administrative support for all City boards and commissions.

**The City of Worcester Executive Office
Of Economic and Neighborhood Development
Economic Development Division**
Special Projects Coordinator

Worcester, MA
December 2006 to June 2009

- Coordinated the planning, design, and construction of special projects including the Worcester Blackstone Visitor Center, the Blackstone Gateway Park, the Blackstone Valley Heritage Bike Trail, and the Blackstone Canal replication.
- Facilitated the creation of economic development policies for the City including the North Main Economic Development Strategy, the Comprehensive Economic Development Strategy (CEDS), the Greenwood Street Landfill/Quinsigamond Village Taskforce, and the Economic Development Division Strategic Planning project.
- Represented the City Administration on committees with other governmental agencies and private organizations including the Blackstone Valley Partnership, the Utility Coordination Committee, the MBTA Advisory Committee, the Central Massachusetts Metropolitan Planning Organization Advisory Committee (Co-Chair), and the Route 146 Citizens Advisory Committee.
- Assisted with the implementation of the South Worcester Industrial Park project by negotiating the acquisition and disposition of real property on behalf of the City, managing City-owned assets, facilitating the abatement of hazardous materials and environmental contamination in the project area, and developing an expedited permitting process for priority development sites.

**The City of Lowell Office of the City Manager
Division of Planning and Development**
Urban Renewal Project Manager

Lowell, MA
August 2001 to December 2006

- Managed two urban renewal plans, the Acre Urban Revitalization and Development Plan and the Jackson/Appleton/ Middlesex (JAM) Urban Revitalization and Development Plan, and the redevelopment of the Tremont Power House.
- Promoted development opportunities in the City and coordinated development efforts with other governmental agencies and private organizations.

- Negotiated acquisitions and dispositions of real property on behalf of the City and represented the City Administration in public meetings.
- Identified, pursued, and managed funds for the urban renewal plans and administered contracts for professional services related to plan implementation.
- Prepared reports, budgets, memoranda, correspondence, and other documents as required.

United States Representative Gerald D. Kleczka
Legislative Assistant

Washington, DC
June 1998 to May 2001

- Responsible for tracking legislation, responding to constituent concerns, and briefing the Member on issues including banking, crime, defense, education, foreign affairs, housing, immigration, judiciary, privacy, small business, and Social Security.
- Assisted the Member in developing legislation and drafting amendments on major policy issues of interest to Wisconsin, particularly in the area of personal information privacy.
- Represented the Member in meetings with constituents, Congressional committees, Federal agencies, and lobbyists.
- Worked with press secretary on the dissemination of information through press releases, newsletters, and columns appearing in local newspapers.

Government Relations, Inc.
Legislative Associate

Washington, DC
January 1997 to June 1998

- Represented clients in Congressional hearings, meetings with Members of Congress, Federal agencies, and various state and local governmental associations.
- Tracked legislation, advised clients on the impacts of legislation, and worked with Congressional staff on developing appropriate policies for clients of the firm.
- Researched and prepared weekly and monthly reports on relevant current events, especially with regard to technology, the environment, transportation, and infrastructure.

United States Senator John F. Kerry
Legislative Correspondent

Washington, DC
July 1996 to January 1997

United States Representative Martin T. Meehan
Intern

Washington, DC
June 1995 to June 1996

EDUCATION

Master of Public Administration, The George Washington University
Concentration: *Managing State and Local Organizations*
Awards: *Career Development Award; Faculty Alumni Scholarship*

Bachelor of Arts, Syracuse University
Major: *Political Science: Spanish Language and Culture*
Awards: *Dean's List*

AFFILIATIONS

- International City Managers Association (ICMA)
- Massachusetts Municipal Managers Association
- Chair, Board of Directors, Western Massachusetts Emergency Communications Center
- Governor's Special Commission on Crumbling Concrete Foundations

SKILLS

- Highly developed leadership, communication, management, negotiating, and analytical skills.
- Computer skills include GIS; Microsoft Excel, Word, PowerPoint; Wordpress; and Adobe InDesign.
- Proficient in the Spanish language.