

## Joshua A. Garcia

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### EDUCATION

- Westfield State University, Westfield, MA. Master's Degree in Public Administration (MPA), concentration in Public Management, May 2012
- Westfield State University, Westfield, MA. Bachelor's Degree in Psychology and Minor in Regional Planning, May 2008

### EXPERIENCE

*Town of Blandford*

*April 2, 2018 to Present*

#### **Town Administrator**

- Keep the Select Board informed of all important matters involving the town and make reports and recommendations to the Select Board as it so directs or as deemed advisable.
- Attend meetings of the Select Board, preparing and providing supporting documents and information pertinent to agenda items to ensure consistent and smooth operation.
- Assist the town achieve permanent solutions to handle its municipal finance needs in the area of Accounting, Treasurer, Tax Collector, and Assessors.
- Assisted with strengthening the Finance Committee and its role in budget management process.
- Leveraged multiple community compact best practice resources to establish town-wide financial policies, financial forecasting budget tool, Capital Improvement Program, and wage classification study and schedule.
- Draft town-wide Personnel Policies and Procedures Manual.
- Coordinate and execute new and/or existing grants and other municipal projects that support strategic goals and priorities. These grants include: Green Communities (\$249,189) for energy conservation measures at public buildings; Small Bridge Grant (\$500,000) for superstructure replacements of two small bridges; Efficiency & Regionalization Grant (\$43,400) to support one-time transitional costs of shared police department; Municipal IT Grant (\$15,360) for implementation of an online streamline permitting system; DLTA; Municipal Vulnerability Preparedness (MVP) Grant which included \$20,000 to become an MVP certified community, and \$102,000 MVP Action Grant to develop a community resilient town-wide Master Plan; Community Development Block Grant (\$449,825) specifically for establishing a Housing Rehabilitation Program for income qualified residents and drafting a town-wide ADA compliance transition plan.
- Collaborate with department personnel and municipal committees as-needed to support department and town objectives.
- Serve as liaison between Select Board, departments, and the public to ensure greater facilitation of services and communication.
- Managed capital needs of building and equipment.
- Facilitate procurements of goods and services in accordance to M.G.L. Chapter 30B.
- Work with Planning Board and assisted with Zoning Bylaw Updates.
- Facilitated negotiations for PILOT agreements between the Town and three solar companies.
- Facilitated negotiations for a Host Community Agreement between the Town and a marijuana cultivating company.
- Prepare Town Meeting Warrants.

*Pioneer Valley Planning Commission (PVPC)*  
*June 2018*

*June 3, 2013 to*

## **Municipal Services, Manager**

- Worked closely with Town Administrators/Managers, Mayors, and Select Board members with priority setting and leveraging resources to achieve city/town goals.
- Developed and facilitate municipal support service programs for member municipalities, including serving as interim-Town Administrator at Town of Blandford, created a Regional Municipal Accounting program, and developing a Municipal IT Support services program.
- Collaborated with State officials to implement State priorities together with local leadership in the Hampden and Hampshire region.
- Project/Grant/Financial Management Coordination and Administration.
- Coordinated procurements according to M.G.L. Chapter 30B.
- Served as an advocate for the regional community as needs and circumstances dictate.
- Assisted communities with implementing innovative strategies that change the way local government meets local needs for the purpose of achieving efficiency when meeting mandates.
- Facilitated cross-jurisdictional sharing of Municipal Services, including conducting feasibility analysis and assist with developing Inter Municipal Agreements that determine the governance parameters of the shared service arrangement.
- Worked with municipalities to leverage state resources to encourage and incentivize efforts for collaboration, partnerships, and shared service opportunities.

*Holyoke Housing Authority*  
*May 2013*      **Property Manager – Federal**

*July 2012 to*

- Managed 448 Public Housing Units, a combination of Elderly/Disabled and Family developments.
- Co-supervised all onsite personnel at properties assigned and personnel assigned on special projects.
- Maintained relationships with other departments within the agency, including Resident Services, Maintenance, Admissions and Modernization departments - worked toward achieving cross-departmental collaboration.
- Worked closely with residents, resident council, and the community as appropriate.
- Oversaw the timely turnaround of all vacancies.
- Educated residents on all pertinent policies.
- Ensured effective lease compliance.
- Monitored and acted upon delinquent payments in a timely fashion.
- Maintained operational consistency.

*Holyoke Housing Authority*  
*July 2012*      **ROSS - Service Coordinator**

*September 15, 2008 to*

- Coordinated housing assistance with supportive public and private resources in the community to enable assisted families to achieve economic self-sufficiency.
- Strategically collaborated with FSS Case Managers and Clerk Cashiers to increase participation in the FSS program.
- Maintained relationships with other departments in the agency to meet departmental objectives.
- Trained FSS Case Managers on how to do case management.
- Maintained open escrow accounts for FPH and HCV FSS participants.
- Provided Resident Service Director with detail monthly report on department progress and future objectives.
- Assisted with Property Management functions as-needed.

## **MEMBERSHIP AND AFFILIATIONS**

*MIIA Health Group Trust* *January*  
2021 – Present

### **Board of Directors**

*Holyoke Community College Foundation, Inc.* *January*  
2018 - Present

### **Board of Directors**

### **Chair of Development and Fundraising Committee**

*Public Health Institute of Western MA* *January*  
2018 - Present

### **Board of Directors**

*Holyoke Fire Department, Holyoke, MA* *December 2015 to*  
*December 2018*

### **Vice-Chair, Fire Commissioner, appointed by the Mayor**

- Engage in regular Board of Commission meetings.
- Oversee the duties and responsibilities of the Fire Chief and operations of the Fire Department.
- Oversee policy setting and enforcement of policies, rules, and regulations.
- Appoint and/or promote, subject to the laws of Commonwealth's rules and regulations relating to Civil Service, members of the fire department and define their rank and duties.
- Suspend and/or remove members in accordance to what's allowable under Civil Services.
- Participate in grievance hearings.
- Advocate for Fire Department needs to achieve department purposes.
- Participate in collective bargaining.

*Small Town Administrator of Massachusetts (STAM)*  
2015 - Present

### **Member**

- Attend regular Association meetings.
- Network with other Town Administrators from across the Commonwealth to share best practices.
- Regularly attend the Massachusetts Municipal Association (MMA) Annual Meeting and Tradeshow.

*Holyoke Public Schools, Holyoke, MA.* *January 2012 to*  
*December 2013* **Elected Official - School Committee Representative – Ward 1**

- Chaired the Communication and Policy sub-committee.
- Met federal and state mandates for the Holyoke Public Schools.
- Provided important administrative oversight relative to the educational policies and programs the committee institutes.
- Appointed and oversaw the duties and responsibilities of the Superintendent.
- Developed and adopted an annual budget for the Holyoke Public Schools.

*Nueva Esperanza, Inc., Holyoke, MA.* *January 2011 –*

January 2017

**Board of Directors, local community development organization**

- Served as Chair for 4 years of the 6 years.
- Provided administrative oversight relative to the organizations policy and programs.
- Advocated on behalf of the disenfranchised neighborhoods, including resident and business interests, on issues directly effecting their housing and social needs.
- Assisted with establishing and maintaining affordable housing for low-income families and individuals.
- Worked in partnerships with all stakeholders to create and provide supportive services that assist with self-sufficiency efforts for low-income families and at-risk youth to gang violence.
- Grew capital reserves and maintained strong cash-flow at existing residential developments.
- Self-sustained and maintained all existing assets owned by the organization.

**TRAININGS AND CERTIFICATIONS**

- MCPPO Public Contracting Overview completion, 2021
- Leadership Pioneer Valley, 2016
- BusinessWest 40 Under Forty recipient 2015
- Town Manager/Administrator Boot Camp, October 2014
- Certified Specialist Public Housing Manager (CS-PHM) certification through Mass NAHRO, December 2012
- Attend yearly the Massachusetts Municipal Association Annual (MMA) Meeting & Tradeshow

**SKILLS**

- Keen understanding of local government and public administration.
- Solid knowledge of Massachusetts General Laws.
- Excellent capability to adopt a unifying vision and mission.
- Experience with coordinating procurements.
- Strong ability to soliciting and balancing the participation and input of stakeholders.
- Great comprehension of Spanish and basic conversational skills.
- Excellent knowledge and use of social media networks.
- Solid knowledge of community issues and community planning.
- Experience working in a team environment in support of departmental and organizational objectives.
- Knowledge of municipal budgets and ability to comprehend local departmental needs to meet obligations.
- Knowledge in capital planning/budgeting.