



Town of Holbrook

50 North Franklin Street, Holbrook, MA 02343

Tel: (781) 767-4312

selectmen@holbrookmassachusetts.us

holbrookma.gov

BOARD OF SELECTMEN
Board of Public Works

RESPONSIBILITIES OF THE TOWN ADMINISTRATOR

The Town Administrator is responsible for supporting the Select Board by managing the daily operations of the Town. The duties include, but are not limited to:

- Oversight of town departments and functions, personnel, labor relations and collective bargaining;
- Support the Select Board by providing reports, attending meetings and assisting in setting agendas, and other department meetings where appropriate;
- Grant research, writing and management;
- Coordination of independent boards and committees,
- Serve as Chief Procurement Officer;
- Attend all regular and special meetings of the Select Board and have a voice but not a vote in all of the discussions,
- Carry out the votes and policies of the Select Board as directed by them.
- Act as a liaison officer between the Select Board and all other boards and committees of the town. Hold meetings with all departments to foster cooperation of town activities. Inform Select Board of all meetings and results,
- Keep the Select Board fully informed of matters of financial and administration concerns,
- Represent the Select Board at local, county, state and federal hearings or meetings of interest to the town,
- Study and recommend long-range planning programs, goals, objectives and projects.

- Work with the heads of departments under the direction of the Select Board,
- Oversee the preparation of the Select Board's meeting agenda and gather all information pertinent to matters coming before the Select Board for discussion and action.
- Serve as public relations officer, processing inquiries and complaints from the public and both recommending and effectuating solutions where possible.
- Serve as an ex officio member of any and all committees appointed by the Select Board,
- Exercise supervision in the Select Board office, and have operation and administrative oversight of Town affairs.
- Direct and coordinate Town services under the jurisdiction of the Select Board,
- Ensure that all responses, both verbal and written, for and/or on behalf of the Select Board are executed either by himself as Town Administrator or the Chairman the Board
- Work with the staff of Community Development Office to identify and seek financial assistance and grants for all town functions and the economic development of the town,
- Work with the Town Accountant in the year end closing of the Towns books consistent with Municipal Finance Laws and Regulations and to effectuate timely independent audits.

THE IDEAL CANDIDATE

- The Select Board seek an Administrator who is a seasoned manager in an environment of similar complexity who possesses strong organizational, communication, financial and community leadership skills, including the following:
- An experienced leader of a comparable organization with professional experience in finance, capital and operational planning, expenditure management, public facilitation, labor relations, community and economic development, and staff development.
- Capable of keeping elected officials informed, while staying detached from the political process and ensuring that staff maintains a similar detachment.

- Excellent interpersonal communication and writing skills are essential.
- A team leader able to bring people together to work on furthering the mission and vision of the Town.
- Demonstrated skill in guiding the development of a shared strategic vision. Must be a coalition builder, equally at home with private sector and community leaders.
- Able to be proactive and pursue and evaluate opportunities for innovation, creativity and enhanced uses of technology.
- Strong financial and strategic skills not only with the Budget, but with approaches to the Town's financial future.

QUALIFICATIONS

A Bachelor's Degree and 7 to 10 years of elected or appointed experience in public administration preferably in a municipal setting.

A MCPPO and CPM designation is preferred.

Candidates with equivalent or comparable education, training, certification may be considered.

Salary commensurate with experience.

Please send resume and cover letter in a single PDF file to dlee@holbrookmassachusetts.us or mail to Select Board, Attn: Town Administrator Search, Town of Holbrook, 50 North Franklin Street, Holbrook, MA 02343. Deadline for application is Monday, June 21, 2021 at 4:00 p.m.