



Town of Holbrook
50 North Franklin Street
Holbrook, Massachusetts 02343

Tel: 781-767-9061
Fax: 781-767-9562

Interim Town Administrator- Town of Holbrook

The Town of Holbrook (population 11,400) is seeking an experienced, thoughtful, and skilled leader with strong communication and collaborative skills to serve as its Interim Town Administrator.

This is an interim position, commencing as soon as July 31, 2023 and concluding with or soon after the appointment of the next Town Administrator.

The Interim Town Administrator will support and advise a five- member SelectBoard and manage day-to-day operations of the town and town departments under the purview of the SelectBoard.

Duties will include ensuring a smooth transition from the previous administration to the next.

The successful candidate should have a minimum of a bachelor's degree, preferably in public administration or a related field and a minimum five to 10 years of relevant municipal management experience along with the following skillset:

- demonstrated skills and abilities in managing a staff
- personnel administration
- union contract and negotiations,
- use of technology
- an understanding of Massachusetts municipal law
- labor relations experience
- skill in intergovernmental relations and communications

Both internal and external interested candidates should send a cover letter, resume, and three professional references to the Holbrook SelectBoard at Selectboard@holbrookmassachusetts.us

TOWN CLERK

JUL 27 09:15Z '23

HOLBROOK