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HOLBROOK TOWN CLERK

2025 NOV 18 P 4: 28

## Town of Holbrook, Massachusetts

### Assistant Town Administrator

Salary Range: \$80,000 – \$110,000 (DOQ)

Status: Full-Time, Exempt

The Town of Holbrook is seeking an experienced and motivated professional to serve as **Assistant Town Administrator (ATA)**. Reporting to the Town Administrator, the ATA assists in managing and coordinating town operations, procurement, budgeting, communications, and special projects.

Responsibilities include overseeing procurement and vendor compliance, managing town communications and social media, assisting with budget development, supporting Select Board and committee functions, and overseeing HR administration. The ATA also serves as Acting Town Administrator when designated.

The ideal candidate will be a collaborative leader with excellent communication, analytical, and organizational skills, and a strong commitment to public service.

### Qualifications:

Bachelor's Degree in Public or Business Administration or related field required; Master's preferred. Five to seven years of progressively responsible administrative experience, preferably in a municipal setting. Must possess a valid Massachusetts Class D driver's license.

Evening meetings, civic events, and community functions are required. Salary range is \$80,000 – \$110,000 DOQ with an excellent benefits package.

### To Apply:

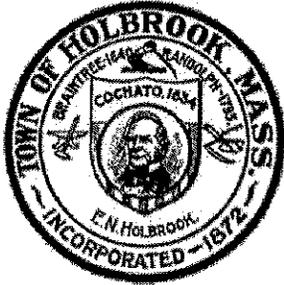
Submit a cover letter, résumé, and references to:

**Anne Mahoney, Town Administrator**

Town of Holbrook, 50 North Franklin Street, Holbrook, MA 02343

Email: [amahoney@holbrookmassachusetts.us](mailto:amahoney@holbrookmassachusetts.us)

Open until filled. Applications received by December 4, 2025 will receive first consideration.



## **Assistant Town Administrator**

**Town of Holbrook, Massachusetts**

**Reports to:** Town Administrator

**Status:** Full-Time, Exempt

**Salary Range:** \$80,000 – \$110,000 (DOQ)

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The Assistant Town Administrator assists the Town Administrator in the management and coordination of municipal operations, procurement, communications, budgeting, and special projects. The position performs a wide variety of complex administrative and supervisory duties and serves as Acting Town Administrator when designated. Performs all other related work as required.

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### **Essential Functions**

- Assists in the overall management of town operations, ensuring efficient and effective service delivery.
- Oversees procurement processes including bidding, vendor management, and contract compliance in accordance with M.G.L. and Town policies.
- Manages the Town's website, social media platforms, and public information to ensure transparency and timely communication.
- Assists in developing and implementing Town policies, procedures, and administrative practices.
- Supports the Town Administrator in preparing Select Board agendas, packets, minutes, and follow-up communications.
- Reviews departmental budget submissions, assists in preparing the annual operating and capital budgets, and provides analytical support.
- Oversees HR functions including onboarding, benefits administration, and compliance with personnel policies.
- Coordinates interdepartmental projects to ensure collaboration and alignment with the Town Administrator's strategic priorities.
- Acts as liaison to boards, committees, and community organizations.

- Serves as Acting Town Administrator in the Administrator's absence.
  - Attends evening meetings, civic events, and community functions as required.
  - Ensures compliance with Town bylaws, regulations, and applicable state and federal laws.
  - Performs special projects and other related duties as assigned.
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### **Supervision Received**

Works under the administrative direction of the Town Administrator. Performs varied, responsible, and complex functions requiring considerable judgment and initiative.

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### **Supervision Exercised**

Exercises functional supervision over Town employees as it relates to implementation and enforcement of Town policies, by-laws, and collective bargaining agreements. May supervise specific departments or projects as assigned.

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### **Minimum Qualifications**

#### **Education and Experience:**

- Bachelor's degree in Public Administration, Business Administration, or a closely related field; Master's preferred.
  - Five to seven (5-7) years of progressively responsible administrative experience, preferably in a municipal setting.
  - Valid Massachusetts Class D driver's license required.
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### **Knowledge, Abilities, and Skills**

- Thorough knowledge of municipal operations, procurement, budgeting, and communications.
- Strong understanding of Massachusetts General Laws, Open Meeting Law, and municipal regulations.
- Excellent written and oral communication skills.
- Ability to manage multiple complex projects and deadlines.
- Strong leadership, mediation, and problem-solving skills.
- High proficiency in Microsoft Office Suite and municipal management software; familiarity with social media platforms.

- Ability to exercise discretion and maintain confidentiality.
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### **Work Environment**

Work is performed in a professional office setting with frequent interruptions. Attendance at evening meetings, community events, and occasional weekend functions is required. The position involves handling confidential information and operating under deadlines. Errors could result in legal, financial, or public relations issues for the Town.

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### **Non-Discrimination Clause**

No individual shall be denied any rights guaranteed pursuant to local, state, or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.