



TOWN OF HUDSON BOARD OF HEALTH

78 Main Street Hudson, Massachusetts 01749

Board of Health Administrator

The Town of Hudson seeks qualified candidates for the full-time (37.5 hours/week) Board of Health Administrator position. Reporting to the Director of Public and Community Health, the candidate must have excellent organizational and customer service skills; must demonstrate thorough knowledge of Microsoft Office and general office technology. Ability to maintain detailed records; ability to deal effectively and tactfully with the public; ability to maintain confidential information, compose correspondence, prepare and proofread reports, and prepare financial documents for the Department.

Required to be a high school graduate, Associates degree is strongly preferred; and four years of experience in business or public administration, municipal government; or any equivalent combination of education and experience. Bilingual candidates strongly encouraged to apply.

This is a full-time position with an annual salary range of \$48,000 - \$55,000.

A full job description is available at www.townofhudson.org. Please email applications to fsantos@townofhudson.org by August 1, 2022. EOE/AA.