



Androscoggin County Government

Job Description

Title: County Administrator

Department: Commissioners

Supervised by: County Commissioners

FLSA Status: Exempt

Position Summary:

The County Administrator serves as the Chief Administrative Officer under the direction of the Androscoggin County Commissioners. This is a professional position responsible for the effective operation of the administrative functions of Androscoggin County Government and in keeping with the County policy and laws of the State of Maine as they relate to County Government.

Essential Duties and Responsibilities:

1. Responsible for the administration of all departments and offices controlled by the County Commissioners by overseeing and coordinating the work of department heads and their staff.
2. Ensures County administration by developing administrative policies and procedures for Commissioners approval and implementing them.
3. Develops an annual county budget by working closely with the Finance Director/Treasurer, department heads, and County Commissioners.
- 4.) Maintains oversight of the county budget by working closely with the Finance Director/Treasurer, and departments heads. Including reviewing department expenditures and revenues on an ongoing basis.
5. Ensures that all departments capital improvement plans are in place and current.
6. Works in conjunction with Human Resources, department heads and the County Commissioners on managing personnel.
7. Maintains communication by informing the County Commissioners as to the financial condition of the County.
8. Assists the county Commissioners in negotiating and re-negotiating union contracts and ensures that contract provisions are followed; resolves union grievances as prescribed.
9. Oversees preparation of agendas and related materials for the County Commissioners meetings; attends all regular meetings, works with staff to ensure all necessary supporting

information is provided relating to meeting agenda items and other board policy issues. Ensure accurate minutes of those meetings are produced for Commissioners' approval and are distributed as appropriate after approval.

10. Maintains professional and technical knowledge by attending educational workshops; reviews professional publications; establishes personal networks; and participates in professional societies.

11. Advocates for the best interest of the public served by Androscoggin County Government.

12. Serves as liaison between County Officers, Elected Officials, and the Board of Commissioners.

13. Serves as a Purchasing Agent, and Safety Coordinator and carries out the duties and responsibilities of those positions as defined in those policies.

14. Other administrative duties as assigned by the Androscoggin County Commissioners.

Education and Experience:

A four-year college degree in public administration or related field is required. An MPA or MBA degree is highly desirable.

At least 5 years of directly related experience in municipal management.

The Board of Commissions may substitute actual knowledge of and experience in County Government Administration for some of these requirements as may be appropriate.

Knowledge, Ability and Skills:

- Excellent verbal and written communication skills.
- Ability to maintain positive internal relation and to direct, supervise and motivate staff-team building ability.
- Ability to actively listen and accept criticism.
- Must be able to prioritize and work under pressure to meet deadlines.
- Ability to resolve conflicts quickly and successfully.
- Strong advocacy, negotiation, and public relation skills.
- Knowledge of personnel issues/laws regarding human resources, workers compensation, and hiring/firing.
- Experience in drafting and presenting budget approvals.
- Ability to be bonded.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, to talk with and listen to co-workers, staff and others, along with operating standard office equipment. The employee must be able to move around in a somewhat confined space or between offices and may occasionally have to lift and/or move objects weighing up to 25 pounds.


Supervision:

Supervision Scope: The County Administrator is the chief administrative official of the county and is responsible for the administration of all departments and offices controlled by the County Commissioners. The County Administrator oversees and assists all Department Heads.

Supervision Received: Androscoggin County Commissioners.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved by County Commissioners:

 Date: 3/5/2024