

Job Title: County Administrator

Hours: M-F, 7:30 am – 4:00 pm (40+ hours week)

Department: County Commissioners Office

FLSA Status: Exempt (salaried), Appointed

Reports to: County Commissioners

Approved By: County Commissioners

Pay Scale: Commensurate with experience (\$102K)

Office located on the 1st floor of the Somerset County Superior Courthouse Building, 41 Court Street, Skowhegan, ME.

Job Summary:

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

Essential Duties/Responsibilities:

Works with all elected officials, department heads, and employees to solve problems and concerns regarding employee relations, personnel issues, budgets, county policies, and administrative procedure.

Anticipates and resolves problems and issues, both internally within County departments and externally with other governmental agencies, vendors, and members of the public.

Oversees preparation of agendas and related materials for the Board of Commissioners weekly meetings; attends all regular meetings unless excused; works with staff to ensure all necessary supporting information is provided relating to meeting agenda items and other board policy issues, and to ensure that accurate minutes of board meetings are produced for board approval and subsequent recording in the Minute book(s).

Works with the County Finance Office to ensure the Board of Commissioners are informed as to the financial condition of the County; supervises the development of the annual County Budget by working with the Board of Commissioners, Department Heads and Budget Advisory Committee.

Develops administrative policies and procedures for review and approval by the Board of Commissioners and implements them thereafter; ensures that County Policies are kept up to date as may be required by new laws or by case law decisions by recommending appropriate amendments to those policies when required.

Negotiates and re-negotiates union contracts as part of a Team, ensures that contract provisions are followed; resolves union grievances as prescribed.

Advocates for the best interests of the public served by Somerset County Government.

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

Serves as the chief administrative officer for the County as a whole; performs leadership and management duties, as well as assisting other Department Heads with the same, including hiring and interviewing.

Other administrative duties as assigned by Board of Commissioners.

General Expectations:

Be committed to the mission, vision and strategic initiatives of the County

Demonstrate initiative and forward thinking

Work as a member of a team in the performance of duties

Work in harmonious relationships with County staff and the public

Perform duties in a conscientious and cooperative manner

Understand and work within Somerset County Government Charter, Policies & Procedures

Work collaboratively with County staff depending on the issue(s) being addressed

Accept shared responsibility with County staff to accomplish desired goals

Assure quality in work performance to ensure the delivery of quality services

Keep required information confidential

Knowledge/Skills/Experience required:

At least 5-7 years of progressively-responsible experience in governmental management; four-year college degree in public administration, political science or related field is required. An MPA or MBA or JD degree is highly desirable. The Board of Commissioners may substitute actual knowledge of and experience in County

government administration for some of these requirements as may be appropriate. Must be able to prioritize and work under pressure to meet deadlines.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands/Conditions/Requirements:

While performing the duties of this position, employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard. Light to moderate lifting is required on occasion (up to 25 lbs.).

Somerset County provides equal opportunity to all qualified employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Type: Full-time

Benefits:

- MPERS and/or VOYA
- MPERS or VOYA match (only one eligible for match)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Vacation
- Retirement plan
- Vision insurance
- Sick time