**County Administrator**

Franklin County is recruiting for a full-time County Administrator at the Franklin County Commissioners Office. This position is responsible for the effective operation of all administrative functions of Franklin County Government, under the direction of the Board of County Commissioners while keeping abreast of county policies and the law of the State of Maine as they relate to county government. The County Administrator also serves as liaison between the Board of Commissioners and Franklin County department heads and elected officials.

Requirements:

* A related four-year degree, or the equivalent in education and closely-related work experience is required; an advanced degree is highly desirable.
* 5-7 years of progressively-responsible experience in municipal or other governmental administration/management.
* A strong background in financial management (including accounting procedures, budgeting, and investments).
* Team building ability.
* Strong orally and written communication skills.
* Ability to maintain positive internal relations and to direct, supervise, and motivate staff.
* Ability to actively listen and to accept criticism.
* Must possess conflict resolution skills and public relations skills.
* Adept in the use of Microsoft Office applications, including Outlook, Word, and Excel.
* Solid understanding of the geography of Franklin County including the Unorganized Territories.

Salary is negotiable and commensurate with education and experience. This position offers a competitive benefits package including health insurance, retirement plans, and paid time off.

To apply for this position, please use the link provided and attach a cover letter and resume to your application submission. The deadline to apply for this position is March 18, 2022.

For a copy of the job descriptions, or questions regarding the position, please reach out to:

Tiffany Baker, Human Resources Specialist

140 Main Street, Suite 3

Farmington, ME 04938

[tbaker@franklincountymaine.gov](mailto:tbaker@franklincountymaine.gov)

Franklin County is an Equal Employment Opportunity Employer.