



## **Human Resources Director / Deputy County Administrator Franklin County, Maine**

Franklin County is seeking an experienced and strategic Human Resources Director / Deputy County Administrator to provide countywide leadership in human resources while supporting the County Administrator in overseeing county operations. This is a senior-level, confidential position serving a workforce of 75+ employees and supporting ten departments, including the Unorganized Territory of Franklin County.

### **Position Summary**

The Human Resources Director is responsible for administering all core HR functions, ensuring compliance with federal, state, and local employment laws, and serving as a trusted advisor to department heads, elected officials, and employees. In the role of Deputy County Administrator, this position assists with daily operations, budget development, labor relations, and serves as acting County Administrator in their absence.

### **Key Responsibilities**

- Direct and administer all human resource functions, including recruitment, onboarding, benefits administration, wage and salary administration, labor relations, workers' compensation, training, and personnel records management
- Ensure compliance with all applicable employment laws and regulations
- Serve as a primary resource for department heads regarding personnel policies, procedures, and collective bargaining agreements
- Represent the County in union negotiations and assist with contract administration
- Facilitate annual benefits open enrollment and communicate benefit offerings countywide
- Support the County Administrator with operational oversight, strategic planning, budget preparation, and interdepartmental coordination
- Serve as Deputy County Administrator assuming leadership responsibilities as needed

## **Qualifications**

- Bachelor's degree in Business Administration or a related field and/or a minimum of five (5) years of relevant experience
- Knowledge of public sector employment law and labor relations
- Strong leadership, communication, and organizational skills
- Ability to manage confidential and sensitive information with discretion
- SHRM-CP certification required within the first year of employment

## **Competitive Compensation Package**

Franklin County offers a comprehensive and competitive benefits package, including:

- Compensation is determined by years of relevant professional experience
- Health, dental, and vision insurance
- Life insurance
- Short-term disability (STD)
- Two retirement plan options to include: 401a/457b or Maine State Retirement
- Employee Assistance Program and peer support

## **Paid Time Off**

- 13 paid holidays annually
- Vacation time credited based on years of relevant experience
- Sick leave accrual

## **How to Apply**

**The deadline for applying for this position is Tuesday, February 2, 2026, at 4:00 pm.**

To apply, visit [www.franklincountymaine.gov/employment](http://www.franklincountymaine.gov/employment)

Please submit the following with your application:

- Cover letter
- Resume
- Three professional references

For questions about the position, please contact:

Tiffany Baker

Email: [TBaker@franklincountymaine.gov](mailto:TBaker@franklincountymaine.gov)

Phone: 207-860-4251