

**Franklin County
Position Description**

Position Title: **County Administrator**

Department: Commissioner's Office

Reports To: Board of County Commissioners

Date: June 2026

GENERAL SUMMARY:

Under the direction of the County Commissioners, responsible for serving as the County Commissioners' agent for Franklin County, responsible for the effective operation of all administrative functions of Franklin County Government, under the direction of the Board of County Commissioners and in keeping with county policies and the laws of the State of Maine as they relate to county government.

ESSENTIAL JOB FUNCTIONS:*

- Responsible for the daily activities of the Commissioner's Office.
- Serves as purchasing agent and safety coordinator, carrying out the duties and responsibilities of those positions as defined in policies.
- Keeps County Commissioners updated as to county departmental activities on a regular basis.
- Assists in the development and implementation of short and long-term strategies and action plans to best serve the people of Franklin County.
- Prepares the County, Unorganized Territory and TIF annual budgets in conjunction with department heads and elected officials for review by the Board of County Commissioners.
- Schedules Commissioners Meetings and attends Commissioner and Budget meetings, prepares agendas and gathers background materials; and provides staff assistance and counsel.
- Calculates budget figures voted by the Budget Committee and prepares a budget for review by the public; posts scheduled public hearing for review of the budget, revises the budget as voted by the Committee, and submits the County budget to the State of Maine Department of Audit for filing purposes, after approval.
- Responds to all liability insurance claims, notices of litigation, and summonses as appropriate.
- Represents the county in union negotiations, including scheduling negotiation sessions, preparing proposals, actively participating in negotiations, and preparing the final agreed upon contract.
- Functions as Town Manager for unorganized territories in the County, including budget preparation, bids and contracts for services, issuing of permits, and responding to questions, comments, and complaints; and coordinating TIF administration on behalf of Commissioners.
- Annually reviews County wage plan and submits recommendations to County Commissioners.

- Prepares county service data for bids, mailing or advertising as necessary.
- Directs, manages, and motivates all departments and offices controlled by the Board of County Commissioners; provides guidance to Department Heads and Elected Officials and assists them whenever possible in achieving stated goals, including the effectiveness and efficiency of County operations.
- Calculates the county's mill rate, annually, for review and approval of the County Commissioners; prepares county tax assessments for each municipality, annually, and forwards tax bills to municipalities as voted by the Board of Commissioners.
- Receives all requests for abatement appeals of property taxes; schedules tax abatement appeal hearings of all concerned parties with the County Commissioners; prepares the County Commissioner's decision regarding tax abatement appeal requests.
- Maintains Commissioners' Office files of all pertinent information associated with the County, including grants, leases, County contracts, etc.
- Attend various outside meetings on behalf of the County Commissioners, as requested.
- Responds to questions, comments, and concerns from the public that might have otherwise been routed to the Commissioners.
- Oversees the Freedom of Access officer for the county.
- Anticipates and resolves problems and issues both internally within county departments as well as externally with other government agencies, vendors, elected officials and members of the public.

OTHER DUTIES AND RESPONSIBILITIES:

- Keeps abreast of changing/new statutes and alerts appropriate elected officials and department heads. Meets regularly with department heads to coordinate county operations.
- Attends relevant workshops and seminars to maintain required professional and technical skills, and establish personal networks and participate in professional organization(s) as may be appropriate.
- Promotes and maintains responsive community relations.
- Research and write grants for the County as appropriate.
- Performs other related duties as required by the Board of Commissioners.
- Serves as Human Resources back up when necessary.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Bachelor's degree and five years of related experience, or 7-10 years public administration experience.

Proficient in use of Microsoft Office including: Word, Excel, and Outlook as well as timeclock software, payroll operating systems.

Active listening skills and ability to accept criticism with tact and professionalism.

SKILLS/EXPERIENCE/TRAINING REQUIRED (Continued):

Ability to manage complex financial and personnel matters including contract negotiations.

Operational experience with Trio software.

Knowledge of grant writing and reporting.

Knowledge of county and/or public administration with a strong background in budget planning and financial management, personnel supervision.

Commitment to the mission and philosophy of the County with a strong understanding and respect for the goals of County activities.

Knowledge and understanding of statutes, bylaws, regulations, codes, policies, and procedures relevant to County administration.

Excellent organizational skills and attention to detail.

Time management skills with proven ability to meet deadlines, multi-task and prioritize.

Excellent verbal and written communication skills.

Demonstrate the ability to develop relevant and realistic plans, programs, and goals for the County.

Identify County-wide priorities and work cooperatively with the Commissioners to support their accomplishment.

Ability to perform all aspects of the job with fairness, equity, patience, discretion, confidentiality and maintain poise in crisis situations.

Work in harmonious relationship with all County staff, committees, and community.

Ability to market programs and ideas; establish positive public relations, and interact effectively with a wide variety of people, including employees, government officials, regulatory agencies, elected officials, and labor unions.

SUPERVISORY RESPONSIBILITY:

Supervises Bookkeeper, Facilities Supervisor, IT Director, Human Resources Director, E 911 Addressing Agent, Emergency Management Director, Communications Director, and Commissioner's Administrative Assistant

Carries out supervisory responsibilities in accordance with Franklin County's policies and applicable laws.

Responsibilities include coordination of interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees;

addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Prolonged periods of sitting or standing at a desk and working on a computer.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***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 Human Resources on a case by case basis.**

Approval

Date