

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

RYAN D. PELLETIER



### POSITION OPENING

### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### Deputy County Administrator/Finance Director

The County of Aroostook is seeking qualified candidates for the role of Deputy County Administrator/Finance Director. This position serves as an integral part of the management team and serves as acting county administrator in the absence of the administrator. Works with the county administrator through planning, administration and leadership skills to support and advance the vision for county government. Prepares the preliminary annual county budgets – in total of approximately \$10M. Oversees and participates in all collective bargaining negotiations for county government. Oversees all financial components of county government. Provides oversight and supervision to two administrative staff. Works closely with all levels of county government employees, department heads, elected office holders, finance committee and board of county commissioners, as well as government officials from outside agencies. Will be expected to travel up to 25% of the time.

#### Requirements:

Excellent negotiating, analytical and critical thinking skills as well as problem solving skills. Excellent written and verbal communication skills.

Extensive knowledge of applicable laws and regulations relating to labor relations, finance and payroll. Previous experience and knowledge of generally accepted accounting principles (GAAP).

Experience working in a government and/or non-profit setting. Ability to read, comprehend and analyze complex public laws that govern county government.

Demonstrated experience and competence with accounting and financial reporting.

Working knowledge and experience using Microsoft Office Suite and various accounting and payroll software systems and databases.

Bachelor's degree in public administration, business, finance or other comparable education.

Five to ten years of related work experience.

Must be able to successfully pass a background check.

Salary is negotiable and commensurate with education and experience. The County of Aroostook offers an excellent fringe benefits package that includes Maine Public Employees Retirement System.

The position will remain open until filled. Initial review of the applicants will commence by April 1, 2018.

Qualified applicants may apply by sending a letter of interest, resume and three (3) work related references to:

Aroostook County Commissioners' Office  
Attn: Human Resources Department  
144 Sweden Street, Ste 1  
Caribou, ME 04736  
Or email to [christina@aroostook.me.us](mailto:christina@aroostook.me.us)

The County of Aroostook is an Equal Opportunity Employer.

## Aroostook County Job Description

**Job Title:** Deputy County Administrator/Finance Director

**Job Code:**

**Reports to:** County Administrator

**FLSA Status:** EX

**Pay Grade:** Exempt Grade F

### Position Purpose

What this position contributes to the organization; why it exists.

Serves as integral part of the management team. Serves as acting county administrator in the absence of the administrator. Works with the county administrator through planning, administration and leadership skills to support and advance the vision for county government. Participates in the preparation of the annual county budgets. Oversees and participates in all collective bargaining negotiations for county government. Oversees all financial components of county government.

### Scope Data

**Total Budget Responsibility:** \$8M – \$9M County Budget; \$1.5M - \$2M Unorganized Territory Budget

**Total Employees Responsible For:** 2

Hourly: 2

Salary:

**Position Location:** Caribou

### Summary of Essential Job Duties

Please list in priority order and indicate % of time spent performing activity.

- Prepares preliminary budgets and works with the county administrator during the budget process and throughout the year. Provides updates and financial analysis to the county administrator and department heads throughout the budget process. Assists the county administrator with the calculation of both county tax and overlay.
- Maintains the general ledger, budgetary, cash management, revenue and accounts receivable/accounts payable system. Ensures proper coding of expenditures and revenues for all budgets. Oversees payroll function and related duties. Serves as appointed treasurer and performs all reporting requirements under the Maine Statutes as it pertains to the treasurer and county government.
- Oversees and participates in the union negotiation process. Meets with union representative and members and other relevant staff. Prepares proposals and communicates proposal(s) to union representative and county administrator. Follows up as needed to secure completed contract(s) under the direction of the county administrator.
- Evaluates the fiscal impact of the union negotiation process to county budgets. Analyzes the proposals and completes wage and benefit calculations to share with appropriate parties regarding how the numbers will impact the budget. Presents findings to county administrator.

- Prepares and processes all monthly, quarterly and year-end financial reporting and works with auditors to provide necessary information and answer questions on county financial matters.

- Provides oversight and supervision to administrative staff for things such as county-wide communications, payroll functions, accounts payable functions and other support related services. Provides support regarding balancing invoices and statements.

- Serves as acting county administrator in absence of the county administrator. May fill in at various meetings, as needed and/or directed.

- Supervises and evaluates the work of administrative staff. Manages performance through performance planning, coaching, appraisal and disciplinary efforts.

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### Other Duties & Responsibilities

Includes performing other related duties as required.

- Attends various meetings.

- Oversees the implementation and maintenance of computerized financial software systems. Serves as liaison and troubleshoots with various financial software systems and vendors when issues arise.

- Tracks all county inventory and maintains list of all county capital assets.

- Prepares and analyzes various reports that support county government. May assist administrator, commissioners, elected office holders, department heads and staff with any finance related questions or issues.

- Works closely with all levels of county government employees, department heads, elected office holders, finance committee and board of county commissioners, as well as other government officials from outside agencies.

### Job Requirements

Before completing this section, see reference key below.

Education Level (please check one)

|                                  |                                  |                                  |   |                                  |
|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 | <input checked="" type="checkbox"/> Level 4 | <input type="checkbox"/> Level 5 |
|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|

Experience (please check one)

|                                  |                                  |                                  |   |                                  |
|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 | <input checked="" type="checkbox"/> Level 4 | <input type="checkbox"/> Level 5 |
|----------------------------------|----------------------------------|----------------------------------|---|----------------------------------|

### Other Requirements/Skills

- Excellent negotiating, analytical and critical thinking skills as well as problem solving skills. Excellent written and verbal communication skills.

- Extensive knowledge of applicable laws and regulations relating to labor relations, finance and payroll. Previous experience and knowledge of generally accepted accounting principles (GAAP).

- Experience working in a government setting. Ability to read, comprehend and analyze complex public laws that govern county government.

- Demonstrated experience and competence with accounting and financial reporting.

- Working knowledge and experience using Microsoft Office Suite and various accounting and payroll software systems and databases.

### Working Conditions/Physical Demands

- Frequent keyboarding, mousing and telephone use. Extended periods of time spent sitting at a desk. Otherwise, normal office conditions.

- May be required to lift up to 35 lbs, on occasion.

- May be required to travel up to 25% of the time.

## Reference Key

### Minimum Required Education

| Level 1              | Level 2                | Level 3                 | Level 4                      | Level 5                   |
|----------------------|------------------------|-------------------------|------------------------------|---------------------------|
| Basic Math & Reading | H.S. Diploma or Equiv. | Assoc. Degree or Equiv. | B.A. / B.S. Degree or Equiv. | Advanced Degree or Equiv. |

### Minimum Required Experience

| Level 1 | Level 2                          | Level 3                        | Level 4                         | Level 5                      |
|---------|----------------------------------|--------------------------------|---------------------------------|------------------------------|
| None    | Up to 2 years related experience | 2 – 5 years related experience | 5 – 10 years related experience | 10+ years related experience |

*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 the responsibilities and duties required.*

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.

**HR Approval:** Christina Theriault

**Date:** 2.21.2018

**Department Head Approval:** Ryan Pelletier

**Date:** 2.21.2018