



# Penobscot County Commissioners Office

## \*\*\*JOB POSTING\*\*\*

### DIRECTOR OF UNORGANIZED TERRITORY

<b>Job Title:</b> Director of Unorganized Territory	<b>Hours:</b> M-F 8-4:30
<b>Department:</b> Unorganized Territory	<b>FLSA Status:</b> Exempt (salaried)
<b>Reports to:</b> County Commissioners and County Administrator	<b>Approved By:</b> County Commissioners
<b>Pay Scale:</b> \$52,811.20 - \$61,547.20	<b>Date:</b> October 15, 2019

**POSTING DATE:** October 16, 2019

**CLOSING DATE:** November 1, 2019 (close of business 4:30 p.m.)

**HOW TO APPLY:** Submit application, letter of interest and current resume to:

**Penobscot County  
Attn: Human Relations  
97 Hammond Street  
Bangor, ME 04401**

*Applications can be found at: <https://www.penobscot-county.net/employment>*

#### **Job Summary:**

The Director Unorganized Territory (UT) is responsible for providing municipal services and communication with residents for Penobscot County's 39 unorganized territories under the guidance of Penobscot County Commissioners. Services include: road and bridge maintenance, solid waste disposal, fire and ambulance response. Unorganized Territory is also responsible for the administration of the Regional Animal Control Program for six organized towns and two unorganized territories. This position provides supervision to the Deputy Director of Unorganized Territory and four Animal Control Officers as well as the administration of the UT Tax Increment Financing District and the UT Supervisor will be appointed as the E911 addressing Officer for Penobscot County UT.

#### **Essential Duties/Responsibilities:**

- Oversees provision of municipal services to residents of the Unorganized Territory (UT)
- Communicate services, answer questions and provide other support to residents.
- Attend public hearings and/or special meetings related to UT budgets and services.

- Prepare and administer contracts for service; solid waste, fire protection, road maintenance, snow removal, ambulance service and animal control
- Inspects and approves work performed by outside contractors.
- Drafts and implements routine maintenance schedules and standards; ensures compliance with these standards.
- Assigns, plans and oversees work of departmental staff.
- Conducts performance feedback, discipline and separation of staff as needed.
- Prepares, presents and manages UT Administrative Budget and UT Services annual budgets; reviews financial reports for compliance with budget.
- Prepare and enter accounts payable and payroll into financial program
- Track expenditures of donations to the three cemetery associations
- Coordinate regional animal control program. Includes tracking calls and billing towns for ACO services
- Collection of expenses incurred under fire protection contracts. Includes tracking calls and invoicing insurance companies
- The UT Supervisor is the E911 Addressing Officer for the UT. Duties include capturing GPS points for all homes, camps and businesses, sharing that data with the State E911 Bureau to obtain addresses and communicating the new addresses back to the resident, Maine Revenue Service and the Postal Service and keeping the database up to date
- Oversee the UT's Tax Increment Financing (TIF) District. Includes drafting of documents, working with applicants and membership on the TIF Committee.
- Maintain the UT website
- Follow legislation and attend legislative hearings that affect the UT
- Provide Commissioner's with regular department reports and presents items for approval
- Other related duties as assigned

### **Knowledge/Skills/Experience required:**

A Bachelor's Degree in Business/Public Administration or a related field is preferred with 5-10 years of progressive experience in municipal government, or an equivalent combination of education and experience required. Experience with financial and mapping programs is preferred. Proficiency with Microsoft Office and database programs is required. Qualified candidates will be able to administer funds to include budgeting and contracted services, ability to interpret and apply laws and regulations affecting UT, draft and testify on proposed legislation affecting the UT, and communicate effectively and orally in writing.

### **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. Occasional travel to remote locations for extended period of times (7-9 hours) and occasional evening and weekend hours.

### **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 (up to 25 lbs.)

*Penobscot County is an EEO Employer*