

## KNOX COUNTY COMMISSION



**Work Session**

**Thursday – March 3, 2005 – 9:30 a.m.**

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A work session of the committee established to formulate a job description for the new county administrator position was held on Thursday, March 3, 2005 at 9:30 a.m. in the county commissioners' hearing room located in the county courthouse, 62 Union Street, Rockland, Maine.

**Commission Members Present:**

Chair A. Mason Johnson, Jr. - Commissioner District #2  
Lawrence F. Nash - Commissioner District #3

**Others in Attendance:**

County Clerk – Executive Assistant Virginia Lindsey  
Cumberland County Manager Peter Crichton  
Penobscot County Administrator Bill Collins  
Union Town Manager Andrew Hart  
Rockland City Manager Thomas Hall

**WORK SESSION CALLED TO ORDER**

Chair Johnson thanked everyone for attending the work session, and noted the county clerk would be available to the group to help answer questions and to provide clerical support. He informed the group commission members would attend their work sessions, time permitting.

The group discussed whether or not it would be beneficial to have a simple job description versus one that was more detailed. Commissioners told the group they wished for the job description to be detailed, so there was not question about duties and responsibilities.

The group discussed the importance of making the changeover to a county administrator form of government work for Knox County, and ways to make that happen. They agreed to develop job descriptions for a County Administrator, Deputy County Administrator, and an Administrative Assistant. The first job description to be developed would be that of the County Administrator, using a format similar to that of the job description for the Cumberland County Manager.

Everyone agreed it would be important to provide department heads with copies of the draft documents, before they were approved. This would give department heads the opportunity to review the proposals and to offer concerns and comments before anything was finalized. The county clerk agreed to communicate with the department heads via their regular monthly meetings to keep them informed of this process.

**WORK SESSION ADJOURNED**

The March 3, 2005 work session concluded at approximately 11 a.m. The members of the group agreed to work together via e-mail to develop a proposed job description for the County Administrator, before they met again on March 18 at 9:30 a.m. in the courthouse.

Attest: \_\_\_\_\_  
Virginia B. Lindsey  
County Clerk