

MAINE STATE LEGISLATURE

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(Filing No. H-542)

STATE OF MAINE
HOUSE OF REPRESENTATIVES
107TH LEGISLATURE

HOUSE AMENDMENT "A" to H.P. 1362, L.D. 1664, Bill,
"AN ACT to Cause the Arcostook County Commissioners to Hire
a Full-Time Administrative Assistant."

Amend said Bill by striking out everything after the
enacting clause and inserting in place thereof the following:

'30 MRSA §61 is enacted to read:

§61. Administrative assistant

The county commissioners of Arcostook County, with the
consent of a majority of the members of the county delegation,
are authorized and empowered to appropriate funds for the hiring
of a full-time county administrative assistant. The county
administrative assistant shall be chosen by the board of county
commissioners solely on the basis of his executive and
administrative qualifications with special reference to his actual
experience in, or his knowledge of, the duties of office as set
forth in the policies established by the board of county
commissioners and by law. At the time of his appointment, he need
not be a resident of the county, but during his tenure of office
he may reside outside the county only with the approval of the
board of county commissioners. A county administrative assistant
may not hold any other elective or appointed county office.

The county administrative assistant shall hold office for
an indefinite term unless otherwise specified by contract. The

county commissioners, with the advice of the county legislative delegation, shall determine the compensation of the county administrative assistant. The county administrative assistant may be removed or suspended for cause by the county commissioners in accordance with the procedure for removing or suspending a town manager under section 2313. In the absence or during the disability of the county administrative assistant, the county commissioners may appoint an official of the county to perform the duties of the administrator.

The county administrative assistant shall be the chief administrative official of the county and shall be responsible for the administration of all departments and offices over which the county commissioners have control. He shall act as purchasing agent for all departments and offices of the county, provided that the county commissioners may require that all purchases greater than a designated amount shall be submitted to sealed bid. He shall attend all meetings of the county commissioners, except when his removal or suspension is being considered. He shall keep the county commissioners and the legislative delegation of the county informed as to financial condition of the county and shall collect all data necessary for the preparation of the budget.

If the county commissioners hire a full-time county administrative assistant, regardless of the source of the funds for the administrator's salary, the salary of each county commissioner shall be adjusted to reflect the reduction in responsibility.'

Statement of Fact

This amendment would allow Aroostook County, with the concurrence of the commissioners and the delegation, to hire an administrative assistant.

Filed by Mr. Carpenter of Houlton.

Reproduced and distributed under the direction of the Clerk
of the House.
5/29/75

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