



## Director of Social Services

The City of Auburn has a great opportunity for a self-motivated, and resourceful Director of Social Services. This senior management full time position will be responsible for the financial and operational performance of the department. The position requires adaptable skills and independent judgment in determining the eligibility of General Assistance and other programs, as it relates to all local, state and federal guidelines. This candidate must be self-directed with the ability to multitask and work with a diverse population, as well as, have considerable discretion with the ability to maintain a high degree of confidentiality.

Responsibilities include excellent skills in customer service, strong organization, communication, managerial, strong research, analysis, problem solving ability and in public relations, including public speaking. Proficiency in computer applications, including Microsoft Office, reconciliations and financials, a must. Experience with Wel Pac software a plus.

High School Diploma or equivalent is required. At least 3 years of experience in General Assistance or other government social programs, or social service work, or any equivalent combination of experience and social service training is preferred.

Must have a good driver's record.

The City offers a competitive wage and benefit package; salary DOE. Please submit cover letter, resume, and references to: Christine Mumau, Human Resources, 60 Court Street, Auburn, Maine 04210. Tel 207-333-6601 ext 1416.

E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov) Review of applications will begin immediately and will continue until the position has been filled.

The City is an Equal Opportunity Employer.