



City of Auburn, Maine

Office of the City Manager

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

HUMAN RESOURCES DIRECTOR

The City of Auburn is seeking an energetic, organized, and multi-talented professional to fill the role of Human Resources Director. The Human Resources Director is responsible for essential duties including planning, coordinating and implementing a variety of municipal personnel functions: safety programs, labor relations and contract administration, recruitment and selection, classification and compensation, employee benefits administration, and employee performance management. As a member of the City's leadership team, this position reports directly to the City Manager.

The successful candidate must have excellent interpersonal skills, problem solving skills, and strong written and oral communication skills. Candidate must be able to attend early morning and evening meetings as needed. A Bachelor's degree from an accredited college or university in Human Resources, Business Management or similar education is preferred, plus seven (7) years of management and supervisory experience in Human Resources. Must have a valid driver's license and a good driving record.

Interested applicants should submit a cover letter, resume, salary history and requirements, and at least three (3) professional references to: Denis D'Auteuil, Assistant City Manager, 60 Court Street, Auburn, Maine 04210. E-mail address: ddauteuil@auburnmaine.gov.

Deadline for submission of resume is Friday, August 19, 2016

The City of Auburn is an Equal Opportunity Employer

The City of Auburn has a competitive benefits package including health, vision and dental insurance for the employee and the employee's dependents, disability and life insurance, retirement plans, paid holidays, vacation and sick leave and medical and dependent reimbursement accounts.