

## Assistant City Manager

City of Auburn, Maine



### Join Team Auburn!

***The City of Auburn, Maine - one of the best small cities in New England - is looking for an exceedingly skilled, dynamic, and passionate professional to join us as Assistant City Manager (ACM).***

*Auburn's ACM provides vital support and assistance to the City Manager and is an essential part of our leadership team. We are seeking a visionary, self-confident relationship-builder who enjoys collaborating with city leadership and the community; who cares deeply about professional integrity; and who values community pride and exceptional service delivery.*

*It's an exciting time to join the Auburn team, and this position will provide a unique opportunity to not only work closely with elected officials, but to champion and implement Auburn's recently completed Strategic Plan.*

*Our energetic new ACM will have strong leadership abilities and will be mindful of the City's efforts to attain our goals and bring about positive change. Our team strives to provide creative solutions and innovative approaches as we serve our community with pride. Team members are expected - and encouraged - to think, act and operate at a strategic level, and to provide effective solutions in a fast-paced, evolving work environment. Our ACM will be an engaged mentor and manager who is interested in guiding and encouraging other leaders within the organization and the community.*

*The ACM will conduct operational analysis to identify issues; develops and assists in the implementation of new, or revised programs, collaboratively establishes and monitors progress on goals, objectives, and performance targets to ensure achievement in a timely manner; meets with City Manager, and staff at all levels, to answer questions and discuss issues and objectives to address matters regarding programs, customer inquiries, and complaints; reviews current activities and resolves and addresses challenges which may arise including budget, personnel, customer service, intradepartmental, and interagency issues; directs activities and special projects to ensure that goals and objectives are supported, and City Manager and City Council policies are enforced.*

The City of Auburn has a \$90M municipal and school budget and 240 full time municipal employees. We are searching for someone who is not only highly motivated and skilled, but also innovative and flexible, with a commitment to professional excellence and integrity.

Our successful candidate will have a compelling combination of experience, skill and a demonstrable record of commitment to public service. Equivalent to a Bachelor's degree in Public Administration, Business Administration or related field, plus seven (7) years assistant city manager or senior level public sector executive experience, or a combination of experience, education and training which provides the desired knowledge, skills and abilities.

Skills in analyzing issues, evaluating alternatives, and making logical recommendations based on findings to address issues and/or improve services, procedures, policies, and methods; researching, interpreting and communicating policies, regulations, and procedures and information; effectively managing and leading staff and delegating tasks; communicating effectively with employees and the public; preparing and presenting information for diverse audiences; operating a personal computer with installed generic and specialized software; preparing and presenting technical information in a clear and concise manner; assessing and prioritizing multiple tasks, projects, and demands to ensure achievement of goals and objectives.

We offer a competitive salary and fringe benefits package, and we would like to hear from you. Forward your cover letter, resume, references and salary requirements to Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210, 207-333-6601 ext. 1416, [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov).