



**Economic & Community Development Office  
Information Assistant**

The City of Auburn has an exciting opportunity for an Information Assistant who is a self-directed, community-minded person to work as a member of Auburn's Economic & Community Development Department. This full-time support position requires the ability to quickly gain working knowledge of multiple databases. Duties include covering the customer service counter; entering and issuing all permits using multiple databases; confirming bonds and insurance statuses; performing telephone interviews/inquiries for customer feedback; generating inspection appointments for appropriate inspectors; sorting and sending mail, including mass mailings; furnishing information to the public on a variety of matters relating to permits, zoning, codes and other similar requests; performing a wide variety of clerical duties such as data entry, filing, typing, photocopying, collating documents and other tasks requested from Administration.

Successful candidate must be dependable, have strong written and verbal communication skills, and be available to work flexible hours for occasional evening meetings and support if needed. All applicants should also have the following additional attributes: proficient in the use of software applications with Microsoft Office – Word, Excel, Access and PowerPoint with strong attention to detail and accuracy. Applicant must have effective time-management skills; be able to meet deadlines; have good follow-through; have problem resolution skills; have good customer service skills; be able to work independently; and have the ability to consistently deliver a professional approach to working with customers.

Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter, resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1416. E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov).

Applications are being accepted until Friday, June 14, 2019.

**The City is an Equal Opportunity Employer**