

City of Auburn
Public Services Planner

The City of Auburn Public Works Department is seeking a full time Public Services Planner. The successful candidate will be highly motivated professional who enjoys working with the public, and who has excellent writing, public presentation, and communications skills. Responsibilities include: drafting policies and procedures, compiles data and information for reports from work order system, collects, analyses, and reports on department performance measures, researches proposed alternatives for providing highway, engineering, and recreation services. Researches and prepares narrative material for grant proposals, annual reports, and other documentation as required and requested; responds to requests for information from outside entities, and other job duties as assigned.

Successful candidate must be dependable, have good written and verbal communication skills, and be available to work flexible hours if needed. All applicants should also have the following additional attributes: proficient in the use of software applications with Microsoft Office – Word, Excel, Access, EnerGov and PowerPoint with strong attention to detail and accuracy.

Applicant must have effective time management skills; have the ability to meet deadlines; good follow-through; have problem resolution skills; good customer service skills and have the ability to consistently deliver a professional approach to working with customers. Applicant must have the ability to work independently.

Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter, resume and list of references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1414. E-mail address is dgrimmig@auburnmaine.gov.

Review of resumes will take place immediately and will continue until the position is filled.

The City of Auburn is an Equal Opportunity Employer.