



City of Auburn, Maine

Communications and Compliance Manager

The City of Auburn has an exciting opportunity for an energetic, highly organized, multi-talented individual to manage city wide communications, including all website content, social media, and print media. This person will serve as the contact for local press/media. This person will oversee the accreditation of the three largest City Departments: Police, Fire and Public Services. Additionally, the CCM will work with the City Emergency Management in city wide crisis situations. The Communications and Compliance Manager will report directly to the City Manager's Office.

This position requires a combination of outstanding customer service skills, strong written and verbal communication skills, proficiency in graphic design, experience in municipal/corporate social media and familiarity of web-based accreditation management software.

Successful candidate must have a high school diploma or GED. Must be able to work nights, weekends and holidays, when necessary. Preference is given to applicants who have a Bachelor's degree in Communications, Graphic Design, Journalism, Public Relations, or related fields or four to six years in managing, planning and implementing communications. A combination of education and experience is most favorable. Must have a valid Driver's License and a good driving record.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Human Resources, 60 Court Street, Auburn, Maine 04210. Tel. number is 207-333-6601 1416. E-mail address is cmumau@auburnmaine.gov Deadline for submission of resume is Friday, September 2nd, 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.