



City of Auburn

Executive Assistant

The City of Auburn is seeking an Executive Assistant to the City Manager. This position requires a high level of professionalism and confidentiality, excellent organizational and communication skills, and the ability to effectively coordinate and maintain all aspects of a City Manager's office. Provides executive level clerical and accounting services to the City Manager and Assistant City Manager; manages calendars; schedules meetings; plans special events, maintains the City website; manages the City's presence on social media, and handles citizen complaints. Must possess cognitive ability to conduct research and analysis, articulate findings and solve problems. The person in this role must be able to use independent judgment and will support the overall corporate culture.

High School diploma or equivalent is required, with Bachelor Degree or higher preferred. Knowledge of Microsoft Office applications is a necessity. At least three years of professional or administrative experience in business, government or non-profit setting, or a combination of experience and education.

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

Deadline for submission is July 10, 2017

The City of Auburn is an Equal Opportunity Employer.