



City of Auburn

## Human Resources Specialist

The City of Auburn is seeking an HR Specialist for the Human Resources Department. The HR Specialist acts as a frontline representative to the employees of the City of Auburn. This full time position is accountable for all functional areas of HR, such as recruiting, personnel records, administration of benefits and payroll, processing of Workers Compensation, and ACA and OSHA reporting. This position requires a high degree of organizational skills, multi-tasking, the ability to perform research, work in an environment with competing demands and meet hard deadlines. A good understanding of public labor laws, including FLSA, ACA, FMLA and ADA, is necessary. The use of sound judgment and discretion in handling sensitive employee issues and confidentiality is essential. This position requires above average interpersonal and customer service skills. Knowledge of Microsoft Office software is a necessity. Experience with Munis software is a plus.

Ideal candidate will have a High School diploma or equivalent and an Associate Degree or higher in business administration, human resources, public management or related field plus three years of professional or administrative experience in business, government or a non-profit setting. Consideration will be given to a candidate with five or more years experience in related field.

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](mailto:cmumau@auburnmaine.gov)

Deadline for submission is May 12, 2017.

The City of Auburn is an Equal Opportunity Employer.