



City of Auburn
Planning Executive Assistant

The City of Auburn is seeking an Executive Assistant to the Director of Planning. This position requires a high level of professionalism with excellent organizational and communication skills. This candidate will act as the Director's representative and ambassador to citizens and clients as directed; manage contacts, legal postings and correspondence, and a variety of administrative functions, including traditional office support and assisting the Deputy Director of Planning as needed. The Executive Assistant understands organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed and handles confidential information professionally and discreetly. This position will assist in the Planning Board needs and may involve a nighttime meeting monthly or as needed, and other duties as assigned. The person in this role must be able to use independent judgment and will support the overall corporate culture of the Department and the City of Auburn.

A high school diploma or equivalent is required, with bachelor's degree or higher education preferred. Knowledge of Microsoft Office applications is a necessity. At least three years of professional or administrative experience in business, government or a legal setting, or a combination of experience and education; must be extremely organized. Experience in working with a Board of Directors is a plus.

Salary range is \$52,395.20 to \$71,344.00 and is dependent upon experience and qualifications. The City of Auburn offers a competitive fringe benefit package including excellent health, vision and dental for the employee and the employee's dependents, life and disability insurance, paid vacation, holidays and sick leave, retirement plans, medical and dependent care reimbursement accounts, and pet insurance.

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 September 8, 2023

The City of Auburn is an Equal Opportunity Employer.