

**City of Auburn**  
**Public Services Department**  
**Public Services Director**

The City of Auburn (pop. 23,000) is seeking a qualified, dynamic individual for the full-time position of Public Services Director. This is a high level management position reporting directly to the City Manager and Assistant City Manager. The Public Services Director is responsible for the management of departmental operations, including employee management and development, program development, budget preparation, fleet services, traffic maintenance functions, parks maintenance, safety and training programs, department accreditation, administration of the collective bargaining agreements, maintaining good public relations, evaluating city services; and promoting an environment that fosters departmental productivity.

The Public Services Director, along with the Deputy Director of Public Services, has oversight of 57 union public works and parks employees, 8 mid-management supervisors and 3 administrative support staff, a budget of \$5.5 million, and has approximately 100 pieces of rolling stock used to maintain approximately 537 lane miles of roads and numerous parks, ball fields and open spaces. The department utilizes fleet management and work order system software, (Lucity), and Microsoft Office Suite.

Four year degree in engineering, public management or similar experience and education. Ten years of progressively responsible management experience in municipal/state operations, construction management, civil engineering, or public works with excellent customer service, public relations, personnel management, oral and written communication skills.

The City offers a competitive wage and benefit package; salary DOE. Please submit cover letter, resume, writing sample, and references to: Deborah Grimmig, Human Resource Director, 60 Court Street, Auburn, Maine 04210. Tel 207-333-6601 ext 1414. E-mail address is [dgrimmig@auburnmaine.gov](mailto:dgrimmig@auburnmaine.gov) . Review of applications will begin immediately and will continue until the position has been filled.

**The City is an equal opportunity employer.**