



### **Administrative Assistant – Planning and Permitting Department**

The City of Auburn Planning and Permitting Department is seeking a full-time Administrative Assistant to support one of the most active departments of the City. The ideal candidate must be a highly motivated, organized, self-starter with excellent customer service skills, attention to detail, interpersonal skills and enjoy working in a very busy office environment. This is a position with confidentiality requirements working for the Planning and Permitting Director and in collaboration with the Growth, Quality and Investment Team. Duties include accounts payable, accounts receivable, preparing monthly and yearly data reports, budget preparation and monitoring, processing payroll, preparation of timely public notices, record keeping and data entry and prioritization of competing tasks. This position requires professional and polite interaction with the public as well as, other departments throughout the organization. Qualified applicants must have excellent communications skills, computer skills (Microsoft Word, Excel, Access) and be capable of mastering Munis Financial and Energov Permitting software, in a short period of time. The successful candidate shares responsibility with another administrative support person and complete cross-training is expected.

Salary range for this position is \$36,309 to \$49,042 and is dependent upon experience and qualifications. The City of Auburn offers an excellent fringe benefit package. Send resume and list of references to: Christine Mumau, Director of Human Resources, 60 Court Street, Auburn, ME 04210, or email at [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)

Review of resumes will commence immediately and will remain open until the position has been filled.

The City of Auburn is an Equal Opportunity Employer.