



City of Auburn, Maine
Operations Manager, Norway Savings Bank Arena (NSBA)

The City of Auburn has an exciting opportunity for an energetic, organized, multi-talented individual to oversee the operational performance of the NSBA double surface Ice Arena. The Operations Manager reports directly to the Director of Recreation. The position requires a combination of administrative, managerial, technical, professional, supervisory and hands-on work. Duties include but not limited to managing personnel and volunteers, scheduling ice time and coordinating events, maintaining a facility operation manual, safety, overseeing subcontractors, public events, and capital improvement management.

Successful candidate must have knowledge of park administration, recreation and/or sports management, ice arena management and maintenance procedures, budgeting, marketing, and event planning and scheduling. Must have excellent interpersonal skills, problem solving skills, and written and oral communications skills. Must be able to work a flexible schedule, including nights, weekends and holidays. Must be able to tolerate working in a cold environment. Bachelor's degree preferred in Sports Management, Facilities Management, Public Administration, Business, Marketing or similar education, plus three years of managing a business or non-profit agency or working in the public sector. Must have a valid driver's license and a good driving record.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Christine Mumau, Director of Human Resources, 60 Court Street, Auburn, ME 04210 or email at: cmumau@auburnmaine.gov

The City of Auburn has a competitive fringe benefits package including paid health dental and vision insurance for the employee and dependents, life insurance, disability insurance, retirement, paid holidays, vacation and sick leave and medical and dependent care reimbursement accounts.

The City of Auburn is an Equal Opportunity Employer.