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**City of Auburn**

**Public Service Coordinator**

The City of Auburn is seeking a full-time Public Service Coordinator under the direction of the General Assistance Manager to organize, coordinate and implement a variety of services and supportive activities for Auburn residents in need. Duties will include answering client questions via telephone or in-person, scheduling appointments, meeting with General Assistance clients, processing applications and determining eligibility for program assistance, making final decisions, providing a supportive presence while connections to community support resources are being established, maintaining client records, preparation of accounts payables, and performing a variety of other administrative and clerical tasks in support of the Business and Community Development office.

Successful candidate must have excellent customer service skills, computer skills including Microsoft Office, communication skills, problem solving skills, and ability to work with individuals from diverse backgrounds. Bachelor’s Degree in public administration, public health, social service field, and/or prior work experience in social services field preferred. Maine driver’s license and good driving record. Candidate must be flexible, highly motivated, self-directed, and organized and enjoy working in a fast-paced environment.

Salary ranges from $22.20 to $30.24/hr depending on experience and qualifications. The City of Auburn provides a competitive benefits package including vacation and sick time, holidays, excellent and affordable health insurance coverage, dental, life insurance, pet insurance and excellent retirement options.

Send cover letter, resume, and three references to: Christine Mumau, Human Resources Director, City of Auburn, 60 Court Street, Auburn, ME 04210, Tel. 207-333-6601 ext. 1416, or e-mail at [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov). Review of resumes will commence immediately and will remain open until the position is filled.

**The City of Auburn is an Equal Opportunity Employer**