



## **City of Auburn Director of Planning**

The City of Auburn is seeking a qualified, dynamic individual for the full-time exempt position of Director of Planning. This is a high-level management position directing all operations of the Planning Department, reporting directly to the Public Services Director. The Department includes a staff of three that will grow to four with the authorization in place to hire a long-range planner soon after the Director. The Director will participate in drafting and implementing a new Comprehensive Plan with the assistance of a consultant team. Implementation of annual goals set by the City Manager and City Council is also part of the job. The Director works with the Planning Board, City Council and other City-wide groups to meet City needs and seek Planning related grant opportunities; leads in securing and assisting in administering related grants and prepares the department operations budget. The Director and their staff conduct Planning Board and related public meetings and hearings, including those required for State Delegated Traffic, Site Law and Stormwater Permitting. Attendance at evening meetings is regularly required outside of the regular 40-hour work week. The Director of Planning promotes the City of Auburn and exhibits Auburn's Core Values.

Auburn is a dynamic and unique community and was the first in Maine to have a Comprehensive Plan. Planning remains a high priority for the City of 67 square miles with strong pro-growth policies in growth areas and strong growth control in non-growth areas. The City is making significant and likely historic level investments in infrastructure including complete streets, riverfront and rail trails, public safety facilities, utility extensions to meet new housing needs, a new high school and a dam removal that will restore migratory fish passage from the Atlantic Ocean through the City. This is an exciting time to lead Auburn's Planning Department and be a part of Auburn's significant planning history.

The successful candidate will have outstanding written and oral communication skills, excellent interpersonal and public relation skills, problem solving and team building skills, possess presentation expertise and a solid ability to use evolving technology. Ability to understand and manage high-profile, sensitive and controversial situations. The ideal candidate will possess a master's degree in urban planning, public administration or a related field and a minimum of 6 years of planning experience. Proven experience may be substituted for some of the education required. AICP Certification is desired. Must have a valid Maine's Driver's license and a good driving record and be able to pass a successful background check.

The City offers a competitive salary and full benefits package; Salary range for this position is \$92,000 to \$125,000 and is commensurate with qualifications and experience. Please submit a cover letter, resume, writing sample, and references to Christine Mumau, Director of Human Resources, 60 Court Street, Auburn, Maine 04210. Tel 207-333-6601 Ext 1416. E-mail address



is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov) . Review of resumes will begin immediately and will continue until position is filled.

The City of Auburn is an Equal Opportunity Employer