

CITY OF CARIBOU MAINE

Assistant City Manager for Planning & Economic Development

The most northeastern city in the United States, Caribou Maine, is seeking a creative, skilled, and knowledgeable individual to serve as the Assistant City Manager for Planning & Economic Development. The Assistant City Manager for Planning & Economic Development has direct responsibility for the operation of the planning and economic development activities within the City of Caribou and performs advanced-level professional planning work on current and/or long-range planning, mapping, economic development tasks, board liaison roles, and special projects. Work is reviewed through discussions of problems and policies under supervision of the City Manager.

Additional information outlining the qualifications and experience necessary and desirable of candidates for this position is available on the City of Caribou's website at www.cariboumaine.org. This information will be used as a guide in the recruitment process, providing specific criteria by which applicants will be evaluated and selected for interviews and appointments. Background information on the community is also included in this material.

This is a full-time, FLSA exempt, non-union position. The starting annual salary is \$70,000 - \$75,000, depending on experience & qualifications. The City offers a competitive benefit package.

Qualified applicants should submit a cover letter, resume and City of Caribou employment application to: Carl Grant, Finance Director / HR, City of Caribou, 25 High Street, Caribou, Maine 04736 or by email to: cgrant@cariboumaine.org. Position will be open until filled. The first review of applications will be June 10, 2024.

The City of Caribou is an Equal Opportunity Employer.