



Urban Development Specialist

The Economic and Community Development Office has an exciting opportunity for a self-directed, business and community minded person, to work as a member of Auburn's development team. The Urban Development Specialist cultivates positive relationships with local and regional businesses and industries; provides professional advice for real estate/property developers and seeks new business development with an emphasis on the downtown. The Urban Development Specialist performs research, planning, analysis, training and communications tasks necessary to develop and administer the City's community and economic development goals and programs. This person also serves as the grant administrator and program/project manager within the Economic and Community Development Department and must possess a strong customer service orientation, as well as be flexible to take on tasks outside the job description when needed.

The successful candidate will have excellent written and oral communication skills, have knowledge of grant development, proposals, applications and administration; knowledge of TIF's; ability to maintain accurate records and attention to details. The ideal candidate will possess a Bachelor's Degree in Public Policy, Urban Planning, Environmental Management or related field; Master's Degree preferred. Minimum of 3 to 5 years government experience or any combination of education and work-related experience. Proficiency in Microsoft Word, Excel, PowerPoint and Outlook; Must possess a valid driver's license and have a good driving record.

Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter, resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext. 1416. E-mail address is cmumau@auburnmaine.gov Review of resumes will commence immediately and will remain open until the position is filled.

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

The City of Auburn is an Equal Opportunity Employer