



Urban Development Specialist and Grants Administrator

The Economic Development 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 and Grant Writer cultivates positive relationships with local and regional businesses and industries; provides counseling and consultative services to current and potential groups in the community 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 programs. This person 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 attend to details. The ideal candidate will possess a Bachelor's Degree in public administration, economics, communications or a business related field; Master's 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; Experience in writing, preparing, administrating, auditing and closing out grant applications and awards. 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 Specialist, 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