

City of Auburn

Economic Development Specialist

The Economic 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. This fulltime position requires a high level of skills in organization, interpersonal, public relations, and problem solving. It also requires the ability to quickly gain working knowledge of multiple projects, the ability to research and to work in an environment with competing demands and hard deadlines and assisting the Economic Development Director. Duties include coordinating business visitation program, preparing marketing materials on City of Auburn economic opportunities, maintaining inventories of available properties for development, researching financial resources for financing projects, researching deeds and land use regulations, analyzing TIF proposals, assisting with the submission of grants and grant management, participating on the development teams for various projects and other professional and administrative tasks.

A background in economic development, real estate, finance, business, marketing or commercial banking is desirable. This position also requires excellent written and oral skills, good math skills, public speaking skills, and excellent computer skills, including knowledge of Microsoft products. This position periodically requires attendance at City Council and other meetings in the evening and/or early morning.

Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter, resume and list of references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1414. E-mail address is dgrimmig@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.