



Assistant Community Development Manager

The City of Auburn is a growing community offering a high quality of life in one of the state's most beautiful living areas, along the banks of the pristine Androscoggin River. With a population of almost 24,000, the city is seeking a highly motivated individual for the position of Assistant Community Development Manager. This position is responsible for assisting the Community Development Manager to oversee, manage, organize, coordinate, and implement a variety of services and programs, including the Community Development Block Grant Program, HOME Program, Lead Based Paint Hazard Reduction, and Healthy Homes for the City of Auburn. They will also assist in many other smaller Community Development programs offered by the city.

Additionally, this position will assist with daily operations, including meeting with prospective clients, resident concerns, performing inspections, ensuring staff is providing required construction oversight, and monitoring program outcomes. The individual will work closely with the Community Development Manager and Financial Grants Manager.

Qualifications include an associate degree in public administration, public health, or business administration, two years of experience in community development or a related field, or a combination of education and work experience. An understanding of federal and state laws and building codes is preferred. Candidates must have a Maine Drivers License and a good driving record.

Salary is dependent upon qualifications and experience in a range of \$46,000 to \$60,000 with outstanding fringe benefits including paid vacation, sick time, retirement, health insurance, and many supplemental benefits.

Applicants should submit a cover letter and resume to Christine Mumau, Director of HR, City of Auburn, 60 Court Street Auburn, Maine 04210 or cmumau@auburnmaine.gov . For additional information about the municipality and a job description, please contact Christine Mumau at cmumau@auburnmaine.gov or 207-333-6600. The deadline for submission is October 1, 2021.

The City of Auburn is an Equal Opportunity Employer.