



## **Housing Rehab Program Coordinator**

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. The City, with a population of almost 24,000, is seeking a highly motivated individual for the position of Housing Rehab Programs Coordinator. This position is responsible to organize, coordinate and implement a variety of services and supportive activities for the Community Development Rehabilitation programs for the City of Auburn. The successful individual will facilitate the US Department of Housing and Urban Development (HUD) CDBG & HOME Rehab Program.

Additionally, this position will be responsible for daily operations including meeting with prospective clients, developing a scope of work and verifying project goals, perform inspections, drafts bids specifications, assures construction projects conform to an approved budget and monitors program outcomes. The individual will work closely with the Community Development Manager, Assistant Manager and Community Development Financial Manager.

Qualifications include bachelor's degree in public administration, public health, or business administration, 3-5 years of experience in a related field or a combination of education and work experience. A good knowledge of applicable 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 \$52,000, with outstanding fringe benefits including paid vacation, sick time, retirement, health insurance, and many supplemental benefits as well.

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](mailto:cmumau@auburnmaine.gov) . For additional information about the municipality as well as a job description, please contact Christine Mumau at [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov) or 207-333-6600. Deadline for submission is September 27<sup>th</sup>, 2021.

*The City of Auburn is an Equal Opportunity Employer.*