



Economic Development Specialist

Under the direction of the Economic and Community Development Director, the Economic Development Specialist performs a wide variety of activities to support and promote Auburn's value as a business location.

Work involves, but is not limited to, establishing and strengthening relationships with local businesses; providing information to existing businesses regarding availability of assistance programs, including project management assistance, job training, employee recruitment, and financing programs and assisting with efforts to attract new businesses to the City of Auburn.

Bachelor's Degree in public administration, economics, communications or business-related field preferred; Masters Degree desired. Minimum of 3 to 5 years of government experience, or any combination of education and related work experience, that would provide knowledge of Tax Increment Financing and Credit Enhancement Agreements principles, methods and trends involved with the administration of public information and economic and community relations programs. Experience in writing, preparing, administering, auditing and closing out grant applications and awards. CDBG experience helpful, but not necessary. Computer skills including Word, Excel, Power Point and Outlook. Maine Driver's License and 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 Position will remain open until it is filled.

The City of Auburn is an Equal Opportunity Employer.