



City of Auburn, Maine
Planning Coordinator

The City of Auburn (pop. 24,000) is experiencing record growth and is seeking a responsive and energetic Planning Coordinator. The position reports directly to the Director of Planning, Permitting and Code.

The successful candidate will be a highly motivated professional who enjoys working with the public, and who has excellent writing, public presentation, and communications skills. The position serves as primary coordinator for Planning Board functions including interdepartmental development reviews, notices and staff reports. Responsibilities include development and implementing various zoning and land use ordinances, policies, and the comprehensive plan. The position requires attendance at Planning Board meetings as a presenting or support role and other board or committee meetings averaging 2-4 evening meetings per month.

Ideal candidate will have a degree in Urban Planning, Public Management, Environmental Science or related field or 3+ years of professional experience in the planning field and experience interacting with public boards; be knowledgeable of Maine Land Use Laws and be certified or able to obtain certifications in Land Use, Shoreland Zoning, Legal Issues, and 80K. GIS, CAD and Blue Beam experience is a plus.

The City of Auburn offers outstanding health insurance coverage, life insurance, dental, vision, retirement options including MainePers, Public Student Loan Forgiveness and other supplemental benefits including training and educational opportunities to provide potential advancement into leadership opportunities.

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

Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn values diversity and inclusivity and is an Equal Employment opportunity employer with a strong commitment to veterans.