



The City of Hopkins

Inspire, Educate, Involve, Communicate

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|-----------------|--|
| Position Title: | Community Development Assistant            |
| Department:     | Planning and Economic Development          |
| Supervisor:     | Planning and Economic Development Director |
| FLSA Status:    | Non-exempt, Regular Full-Time              |
| 2017 Salary:    | \$20.33 - \$27.28                          |
| Hours of Work:  | 8:00 – 4:30                                |

### **General Purpose:**

Under general supervision and direction of the Planning and Economic Development Director, performs a wide variety of administrative activities including general record keeping, file management, and meeting planning. Serves the general public in person at City Hall, or through email or telephone calls by providing information regarding department activities. Provides back-up for receptionist as needed.

### **Essential Duties and Responsibilities:**

Provides administrative support for Director of Planning & Development, City Planner, and Community Development Coordinator. Examples of duties include:

#### **A. Director of Planning & Economic Development -**

Proofreading, assembling City Council and HRA reports, conducting research on products, arranging meetings and supplies for department. Prepares agenda and minutes for HRA Board.

#### **B. City Planner -**

Assists with processing of applications for Conditional Use Permits, Variances, etc. Identifies property owners and prepares mailing lists for public hearings. Assists with typing hearing notices, publications, reports, agendas, and minutes for the Planning Commission. Serves as the recording secretary for the Planning Commission. Updates Zoning Ordinance after amendments have been made.

Process fence, sign and other permits. Conducts inspections of work and performs code compliance for permitted work.

#### **C. Community Development Coordinator -**

Assists with grant administration, annual reporting, and data collection. Assists with miscellaneous economic development and housing projects which may include coordination, research, information gathering, and maintenance of data bases.

Administers all aspects of the Hopkins Community Image Award program.

**Other Duties and Responsibilities:**

Performs other duties as required or assigned

**Necessary Skills, Knowledge and Abilities:**

- Ability to identify deadlines, prioritize and complete tasks in their entirety within a timely manner and in accordance with deadlines.
- Ability to handle multiple problems and assignments simultaneously, and work independently with minimal direction.
- Ability to foresee issues, problems and concerns with work and to communicate issues with enough time to correct and adjust as necessary.
- Ability to be cross trained in multiple administrative functions and learn basic computer systems including Arc GIS.
- Ability to conduct oneself professionally and handle sensitive/difficult issues in a clear and tactful manner.
- Ability to provide support and to work as a positive team member.
- The ability to perform work requiring a high degree of concentration and judgment in interpreting practices and procedures to solve problems;
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret work-related materials.

**Minimum Education and Experience:**

High school degree  
Previous office administrative experience  
Excellent computer and technology skills  
Excellent customer service skills

**Desirable Qualifications:**

Two year associates degree  
Experience with Arc GIS