



City of Hopkins

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Classification Title:	Community Development Coordinator
Department:	Planning and Economic Development
Supervisor:	Planning and Economic Development Director
FLSA Status:	Exempt, Regular Full-Time
Grade:	10

CLASS SUMMARY:

The Community Development Coordinator is responsible for performing professional services relating to housing and economic development activities. Responsibilities may include: project management; coordinating infrastructure projects; creating and administering economic development and housing programs; providing information to developers, other government agencies and the public.

Scope of Impact:

The duties and responsibilities of this job are performed with latitude for independent judgement in accordance with Department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. Work is subject to periodic review by the supervisor, who provides input on approval of recommendations and discusses assignments, priorities and work.

CLASSIFICATION ESSENTIAL DUTIES:

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

- Develops, implements, and administers a wide variety of housing and economic development programs, projects, and activities, including marketing, promotional, infrastructure, and/or grant programs/projects; work may involve preparing and monitoring budgets; creating and implementing work plans; prioritizing projects; and making recommendations on, researching, and applying for grants/funding opportunities
- Research, analyzes, and interprets a wide variety of technical and general data, using specialized and professional knowledge, to facilitate department operations, including managing and coordinating projects
- Performs a variety of public relations work by coordinating with internal departments and external agencies, including developers, other government agencies, consultants, businesses, community groups, the public, and other



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- interested parties, to facilitate program, project, and other departmental operations; represent departmental programs/projects; and/or provide subject matter expertise, resolve difficult inquiries, or exchange information
- Prepares, reviews, updates, and/or forwards a variety of operational and statistical reports, records, agreements, project documents, and other information, requiring specialized and professional knowledge related to assigned area of operation
 - May supervise temporary or part-time staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and implementing hiring, termination and disciplinary procedures.
 - Performs other duties of a similar nature or level.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of

- Program and project management principles;
- Planning principles and practices;
- Principles and practices of real estate development;
- Applicable local, State and Federal laws, rules, and regulations;
- Principles of research;
- Principles of report preparation and composition;
- Finance and budgetary principles;
- Governmental/regulatory processes;
- Principles of mathematics and statistics;
- Supervisory principles;
- Marketing principles.



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Skills

- Prioritizing and assigning work;
- Operating a computer and applicable software applications;
- Performing mathematical and statistical calculations;
- Applying local, State and Federal laws, rules and regulations;
- Managing projects;
- Administering budgets;
- Developing, implementing, administering, and managing programs;
- Administering and updating contracts;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information;
- Supervising staff, including monitoring and evaluating employee performance.

QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in Urban Studies or related field; 2 years related experience; or an equivalent combination of education and experience

PREFERRED EDUCATION AND EXPERIENCE:

2+ years related experience
Master's degree in Urban Studies or related.

LICENSING REQUIREMENTS:

None

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



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Working Conditions:

Office Environment

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.