



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE SPECIALIST

ADMINISTRATION

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FLSA Status:	Non-Exempt
Department:	Administration
Union Representation:	Non-Represented

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### GENERAL STATEMENT OF DUTIES:

The City of Molalla is seeking a highly skilled Office Specialist who thrives at the center of administrative operations. This is more than an administrative support role; it is an opportunity to serve as a key coordinator connecting the community, while supporting the priorities of the City Manager and City Recorder's Offices.

The ideal candidate performs a broad range of administrative, technical, and confidential support functions within the Administration Departments. Responsibilities include managing sensitive and confidential information, coordinating projects and communications, maintaining records, supporting public information requests, and procedural administration. The position also requires confidence and proficiency in website content management, graphic design and visual communications, and the development of public-facing materials to effectively inform and connect the community.

This position requires sound judgment, strong organizational skills, attention to detail, creativity, and the ability to manage multiple priorities in a fast-paced environment. Work involves considerable discretion, initiative, and professionalism while fostering positive relationships.

### SUPERVISION RECEIVED:

Under the supervision of the City Recorder and general direction of the City Recorder's Office.

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Confidential support functions within the Administration Department
- Performance of routine clerical and administrative work, such as answering phones, answering routine customer questions, filing, emails, faxing, mail distribution, mailings
- Knowledge of rules of effective English, spelling, usage, and grammar
- Participates with the City Recorder in administering the records management program according to regulations and records retention procedures.
- Provides assistance to the public for resources available within the City.
- Daily mail pickup and pickup/delivery from additional locations as assigned.
- Follow safety rules and procedures.
- Responsible for all components of Community Engagement activities.
- Other tasks and projects as assigned.

<sup>1</sup> "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. ORS 243.650

- Regular and predictable attendance is a requirement of the job.

**NON-ESSENTIAL FUNCTIONS:**

- Maintains and orders office supplies and certain common/major supply orders for all departments of the City.
- Assists in maintenance calls for office equipment.

**MINIMUM QUALIFICATIONS:**

- Knowledge of office practices, procedures, and equipment.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Work cooperatively with other team members. Communicate effectively in a positive manner. Provide positive support to internal and external customers. Ability to work independently or as a team.

**EDUCATION AND EXPERIENCE:**

- High School Diploma required.
  - Associate degree or higher preferred.
- 3 years of an Office environment experience in a local government setting is preferred.

*The City will consider applicants with any combination of education and experience that illustrates qualification for this role.*

**SPECIAL REQUIREMENTS:**

- Must be able to pass background and security clearance standards including reference check and criminal history check
- Current Notary Public certification preferred or ability to obtain a Notary Public commission within six (6) months of employment required.
- Possession of a valid Oregon driver's license at the time of hire.

**PHYSICAL DEMANDS:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, file boxes, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**DISCLAIMER:**

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position. This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.

Approved By:

  
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Dan Huff, City Manager, June 4, 2026

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