



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Planning Manager

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Exempt
Division:	Planning
Union Representation:	Non-represented

Class Summary

The Planning Manager is a confidential, management level position reporting to the Community Development Director/Assistant City Manager. This role performs and oversees the execution of all elements and activities of Molalla's Planning Program including, but not limited to: current planning, long-range planning, planning commission, comprehensive plan management and implementation documents, regulatory compliance, regulatory enforcement, data collection, reporting, and more. As a management level employee, the Planning Manager oversees the hiring process, training, mentorship, and discipline of Planning Division employees. This position also assists with Code Compliance and Economic Development as a subject matter expert.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Lead the planning division by developing short- and long-term plans that align with city goals.
2. Oversee and guide a team of planners, technicians, and clerical staff in their daily tasks.
3. Collaborate with other city departments, community organizations, and the public to gather input and ensure inclusive planning processes.
4. Prepare and present reports to city officials, committees, and the public, providing insights and recommendations.
5. Responsible for preparation and execution of Planning Commission meetings. Ensure meeting procedures are legal and appropriate based on subject matter. Provides presentations, reports, and training materials for the same.
6. Lead organizational development of the Planning Department. Assist in development of materials and processes to further organizational efficiency and capacity.
7. Administer and manage the City's GIS system, GIS data and partnerships; prepare and update City zoning and boundary maps.
8. Develop and oversee the City's addressing program.
9. Assist the Community Development Director in researching and writing grants. Manages grant projects as assigned.
10. Ensure compliance with local, state, and federal regulations regarding planning and development.
11. Evaluate current planning policies and propose improvements or new initiatives as applicable.

12. Assist the Community Development Director in development and implementation of Master Plans, subsidiary plans, and other long-term planning initiatives.
13. Manage the division budget, ensuring effective allocation of resources.
14. Perform other tasks as assigned.

Minimum Qualifications

- Self-Motivated
- Thorough understanding of modern principles, practices, and techniques associated with land use planning, long-term planning, and GIS Mapping.
- Strong knowledge of applicable federal, state, and local laws/regulations relating to permitting and land use.
- Familiar with the application of Oregon Public Meetings Law, Oregon Public Records Law, and Oregon Local Budget Law.
- Knowledge of techniques and methods related to research, data mining, and statistics.
- Clear understanding of modern office practices, methods and equipment.
- Team player with excellent leadership and team management skills.
- Proficiency in analyzing data and preparing comprehensive reports.
- Well evolved communication and public speaking abilities.
- Ability to navigate complex regulatory environments and legislative processes.
- Extensive technological skills including basic operating systems and GIS data files.
- Provide excellent customer service.
- Valid Driver's License Required.

Education and Experience

- Bachelor's degree in Planning, Public Administration, or a related field is required.
 - A graduate degree is preferred.
- Minimum of five years of professional experience in urban planning or a closely related field, with at least two years in a supervisory role is required.

Working Conditions

Primarily office-based with occasional field visits.

Dynamic work environment with a mix of independent and collaborative tasks.

Working Conditions

Primarily office environment with prolonged sitting, computer use, and repetition. Some standing, bending, and lifting up to 50 lbs. Some field work and vehicle operation conducting code enforcement investigations and collecting field GIS data. May require evening or weekend meetings with community groups or public bodies.

Approved,

 6-30-25
Dan Huff, City Manager Date

Job Description – Planning Manager
June 30, 2025