



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

PLANNING DIRECTOR

FLSA Status:	Exempt
Department:	Planning
Union Representation:	Non-Represented
Pay Range:	See current Salary Schedule

GENERAL STATEMENT OF DUTIES: The Planning Director works independently but under the direction of the City Manager and performs technical and professional land use, economic and parks planning work, including current and long-range planning, ministerial approvals, implementation of the City's Comprehensive Plan and recently updated Development Code. This position also makes project presentations to the City Council and Planning Commission, coordinates special projects as assigned and provides support to park projects and economic development tasks. This position provides direct supervision to the Community Planner and a Support Staff Specialist.

Key responsibilities include but are not limited to:

1. Plans, organizes and conduct research studies, prepares reports and recommendations regarding land use, zoning regulations, urban design, community needs, park planning, economic development and housing. Prepares environmental documents, recommends the use of land for residential, commercial, industrial and community uses.
2. Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications and implementation requirements. Communicates and coordinates with other City departments and outside agencies, coordinates the development review process on public and private projects.
3. Conducts research; prepares written/oral communications.
4. Maintains, updates, and analyzes data required for community planning, participates in the review development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
5. Reviews and processes various plans and applications for subdivision, housing, and commercial developments. Determines conformity with laws, regulations, policies, and procedures. Recommends approval, identifies problems, and analyzes alternatives, conducts project site checks.
6. Coordinates preparation of meeting agendas for the Planning Commission and community groups, including reviewing draft materials and preparing comments. Organizes meetings and work sessions ensuring timely notification of appropriate parties. May periodically make presentations and prepare material for the City Council.

7. Working with current Staff to update local maps and prepare maps and graphics for various plans and reports.
8. Assists in the preparation and writing grants.
9. Assist the City Manager with economic development functions.
10. Provides general supervision for the Community Planner and Support Staff Specialist.

Required and Preferred Qualifications: The Planning Director shall have a Bachelor's degree in Urban Planning, Architecture, Landscape Architecture or Public Administration and a minimum of five-years' experience with a local government or private planning firm, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Organizational and Staffing Duties:

1. Principles, practices, regulations, and techniques in the field of municipal land use and urban planning.
2. Skills to read and interpret complex rules, regulations, and ordinances.
3. Write clear and concise reports.
4. Provide excellent customer service.
5. Willing to have a high degree of contact with the public.
6. Prioritize and follow up on work assignments.
7. Self-motivated.
8. General knowledge of supervisory duties and best practices.

Working Conditions

This position works normal business hours but may be required to attend night meetings. Most work time is spent in an office environment.



City Manager, Dan Huff

6-17-2020

Date