

Role of the City of Molalla

The City of Molalla operates under the Council-Manager form of Government (City of Molalla Charter). The elected City Council and Mayor are responsible for making policy with advice from the City Manager. A professional administrator appointed by the Council has full responsibility for day-to-day operations of the City (Molalla City Charter Chapter IV).

Library Director

The Library Director oversees all Library staff, operations and budgets for the library, ensuring it provides a balanced collection as well as educational and entertaining programs for the community. The Library Director works in conjunction with the City Manager, other city departments and the Library District to meet City and district wide goals.

Finance Director

The Finance Director, under the administrative direction of the City Manager plans, organizes and directs the Finance, Court, Reception, Human Resources and Risk Management of the City. Providing internal management to Staff responsible for accounting, financial reporting, reception, investments, debt management grants, purchasing, budgeting, general ledger, payroll, personnel, utility billing, court, annual audit, property, liability, FMLA (Family Medical Leave Act) and workers comp.

Police Chief

The Police Chief is responsible for the protection of lives and property in the City through the planning, supervision and efficient operation of the Police Department. Maintains control of activities, determination of departmental procedures, planning of departmental work priorities and goals, implementation of programs, and training, assignment, and supervision of all department members. Department objectives, plans and policies are established in line with Council goals and coordination with the City Manager. The Chief ensures open communication with the public in matters of public safety and concerns throughout police operations.

Planning Director

The Planning Director oversees and administers the City's Comprehensive Plan and Development Code. The Planning Department supports development of a healthy economy and a livable, thriving community. The Planning Department serves the public in resolving issues affecting land development, code enforcement, and overall quality of life. The Department supports the work plan of the Planning Commission, including conducting public hearings for new development and updating the City's land use plans and policies.

Public Works Director

The Public Works Director oversees staff and operations of the Administration/Engineering Division, Maintenance Division, and Operation Division, including the wastewater and water treatment plants, distribution and collection systems, roadways, parks, and facilities. Duties include delivery of all Capital projects, facility master plans, and oversight of private development constructed public improvements. Prepares budget for and monitors expenditures of the Street, Sewer, Water, Stormwater, Sewer Debt, CWSRF (Clean Water State Revolving Fund), Sewer SDC, Water SDC, Street SDC, Park SDC, Storm SDC, Capital Projects, and Fleet Replacement funds.

City Recorder

The City Recorder serves as the clerk for the City Council through recording and archiving official records, city proceedings and legislative history of the City of Molalla. The Recorder also provides internal support to all City departments regarding record management, legal records, deeds, liens, record requests, minutes and decision for City Council and all Committees and Commissions.

City Manager

The City Manager works to unite political leadership (City Council) with skilled administrative Staff. The City Manager does this through broad authority to run the City by providing an annual Budget (adopted by Council), hiring Staff (personnel) and provision of public services such as streets, water sanitary sewer, parks, storm drainage public safety (police), finance administration, etc (City Charter Chapter VIII, Section 34).