



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Planning & Public Works Support Specialist

Community Development Department

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

Class Summary

Under the direct supervision of the Community Development Director, performs administrative support functions related to Planning, Public Works, Engineering, Code Enforcement, and Economic Development. Conducts limited research and prepares reports as needed to support departmental operations. Performs other tasks as assigned.

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. Responsible for all front-line public interactions for the department. Monitors front counter, departmental phone lines, emails and other message media and fields or disseminates same as appropriate.
2. Assists in general calendaring, proofreading, organizing, and coordinating for the Department and Department management team.
3. Assists in building, monitoring, coordinating, and maintaining departmental web pages, databases, and public engagement platforms.
4. Queries internal and external databases to gather, organize, and prepare or support preparation of various reports.
5. Independently intakes, catalogues, and prepares all permit and land use applications, code enforcement complaints, and various other public submittals.
6. Facilitates the Planning Commission and Community Program Committees by sending meeting notices, keeping meeting minutes, preparing agendas, and ensuring compliance with Oregon Public Meetings and Public Records laws.
7. Communicates and coordinates with other city departments, outside agencies, and the public.

8. Assists in organizational development of the Community Development Department by facilitating: development of materials and processes, identification of areas for potential improvement, and organization of the department's digital filing systems.
9. Performs limited purchasing to ensure the office is appropriately supplied, and as assigned by the department management team.
10. Other tasks and projects as assigned.

Minimum Qualifications (required)

- Proficient in use of Microsoft Office Suite.
- Proficient in use of Social Media Platforms (at the user level).
- Highly evolved verbal, written and digital communication skills.
- Strong ability to work with the public and deescalate confrontational situations.
- Clear understanding of modern office practices, methods and equipment.
- Ability to work well independently and in a team environment.
- Advanced time management and prioritization skills.
- Sound independent judgment.

Preferred Qualifications (not required)

- Basic knowledge and understanding of land use and permitting processes.
- Functional knowledge of Oregon Public Meeting Law and Oregon Public Records Law.

Education and Experience

- High School Diploma required.
 - Associates Degree or higher preferred.
- 3 years of local government experience or office management experience required.
 - Planning and/or public meeting experience preferred.

OR

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

Working Conditions

- Primarily office environment with prolonged sitting, computer use, and repetition.
- Some standing, bending, and lifting up to 50 lbs.

Approved as to form;

City Manager, Dan Huff

Date