



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Community Development Technician

FLSA Status:	Non-Exempt
Department:	Community Development
Union Representation:	Non-Represented

Class Summary

The Community Development Technician reports to the Assistant City Manager and works independently the majority of the time. This position has three primary focus areas: 1) economic development coordination and project management, 2) public information and public engagement coordination, and 3) front end clerical and technical support for the Community Development Department including Planning, Public Works, Engineering, Building Maintenance, Code Enforcement, and Economic Development. 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)

ECONOMIC DEVELOPMENT

1. Assists the Assistant City Manager in developing the City's Tourism and Economic Development programs.
2. Independently organizes, and coordinates tourism and economic development projects and initiatives including, but not limited to:
 - a. Business attraction, expansion, and retention.
 - b. Programs to stimulate commercial and industrial development in the City.
 - c. Targeted marketing strategies for business attraction, retention, and development programs.
 - d. Identifies, disseminates and/or applies for funding opportunities to support tourism and economic development.
3. Provides input into the design, development, and production of marketing tools for professional publication; works to develop and/or prepare City ads and written narratives for publication.
4. Serves as liaison and facilitates communication amongst City departments, community groups, developers, business owners/operators, and outside agencies regarding community-wide economic development initiatives.

5. Collects, compiles and analyzes information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information.
6. Performs a full range of complex duties in support of administrative functions and areas; prepares and presents staff reports and other necessary correspondence; assists in the research for policies, analyzes, and recommends changes and improvements to existing municipal codes and ordinances.
7. Develops, implements, and tracks economic development efforts to maximize the efficiency and effectiveness of the City's economic development program.

PUBLIC INFORMATION & ENGAGEMENT

1. Coordinates the City's Social Media presence:
 - a. Develops and curates engaging content for social media platforms.
 - b. Assists in creation and editing of written, video, and photographic content.
 - c. Coordinates social media contributions with city staff and other city partners.
2. Coordinates the City's Digital Public Engagement Platform ("The Molalla Current"):
 - a. Develops project pages and implements appropriate widgets and tools necessary to invoke the desired public engagement responses.
 - b. Works with project managers to keep the City's public engagement platform current and provide appropriate information in a timely manner.
 - c. Monitors the city's public engagement platform and collects, distributes, and/or responds to public participation as appropriate.
3. Coordinates the Community Development portion of the City Website:
 - a. Curates and edits content intended for deployment on the City's website.
 - b. Ensures best practices in website management are consistently followed.
 - c. Works with City staff and other City partners to collect information, create website pages, and post information on the City's website.
4. Develops or assists in developing the Monthly Newsletter and Quarterly Community Development Report.

CLERICAL & TECHNICAL SUPPORT

1. Responsible for all front-line public interactions for the department. Monitors front counter, departmental phone lines, emails and other message media.
2. Develops Planning Commission meeting agendas, compiles meeting packets, and serves as scribe at Planning Commission meetings.
3. Collects and compiles data for annual reporting requirements, public inquiries, and other department initiatives.
4. Independently intakes, catalogues, and prepares all Planning and Engineering process application files.
5. Coordinates with other city departments, outside agencies, and the public.
6. 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.

7. Active safety committee participant, coordinates department safety inspections, and meets periodically to discuss safety issues.
8. Independently administers portions of several department processes.
9. Coordinates overall department organization in terms of both physical and virtual assets.
10. Other tasks as assigned.

Minimum Qualifications (required)

- A high level of proficiency and experience using and learning electronic platforms. At a minimum, Microsoft Office Suite, and Social Media platforms.
- 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.
- Ability to manage a diverse workload with competing priorities.
- Self-starter capable of working independently on a number of projects and initiatives.

Preferred Qualifications (not required)

- Bi-Lingual English/Spanish preferred.
- Basic knowledge of land use and permitting is preferred.
- Functional knowledge of Oregon Public Meeting Law is preferred.
- Basic knowledge of Economic Development principles is preferred.

Education and Experience

- High School Diploma required.
 - Bachelor's Degree preferred.
 - 3 years of experience relevant to the description of this position is required.
- 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

2-14-24
Date