



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Senior Planner

COMMUNITY DEVELOPMENT DEPARTMENT

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

Class Summary

The Senior Planner works under the direction of the Community Development Director to perform technical and professional land use review, permitting, long-term planning, code enforcement, and economic development activities. Implements the City's Comprehensive Plan and Development Code, makes presentations to the Planning Commission, prepares maps and graphics, and coordinates special projects. The Senior Planner provides direct supervision to the Planning Specialist, and Contract Planner(s) as needed.

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. Independently performs all aspects of processing permit and land use applications. Prepares staff reports, proposed findings, and conditions of approval. Presents reports and findings to decision making bodies as applicable. Communicates and coordinates with other City departments and outside agencies, coordinates the development review process on public and private projects.
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 post approval responsibilities.
3. Plans, organizes, and conducts research studies. Prepares reports and recommendations regarding land use and zoning regulations, urban design, community needs, long-term planning, economic development and housing.
4. Independently conducts Code Enforcement investigations. Conducts interviews, collects evidence, prepares reports, and determines proper disposition of cases. Attends code enforcement related court hearings, provides testimony, presents evidence, and examines

witnesses. Works with law enforcement as needed and refers cases to other agencies as needed.

5. Works with the Community Development Director, City Engineer, and Public Works Division Manger to develop efficient, legally compliant processes for development and associated documents.

6. Assists the Community Development Director in development and implementation of Master Plans, subsidiary plans, and other long-term planning initiatives.

7. Identifies inconsistencies between long-term planning documents and the development code. Researches best practices and other alternatives to rectify inconsistencies. Prepares and presents reports and proposals to aid the legislative process in reconciling inconsistencies.

8. Coordinates preparation and execution of Planning Commission meetings. Ensures meeting procedures are legal and appropriate based on subject matter. Provides presentations, reports, and training materials for the same. May periodically deliver presentations to the City Council.

9. Assists the Community Development Director in organizational development of the Planning Department. Identifies and communicates potential areas for improvement. Research and report on best practices to address areas for improvement. Assists in development of materials and processes to further organizational efficiency and capacity.

10. Administers and manages the City's GIS system, GIS data and partnerships, and prepares and updates City zoning and boundary maps.

11. Assists the Community Development Director in researching and writing grants. Manages grant projects as assigned.

12. Assists the Community Development Director with various Community Development functions.

13. Ensures all direct reports are appropriately trained, and receive performance evaluations at least annually.

13. Other tasks and projects as assigned.

Minimum Qualifications

1. Thorough understanding of modern principles, practices, and techniques associated with land use planning, long-term planning, and GIS Mapping.
2. Basic understanding of modern principles, practices, and techniques associated with code enforcement, and community development.
3. Thorough knowledge of applicable federal, state, and local laws/regulations relating to permitting and land use. Thorough knowledge of Oregon Public Meeting laws, Quasi-Judicial hearings, and Legislative hearings.

4. Clear understanding of modern office practices, methods and equipment. Ability to work well independently and in a team environment.
5. Advanced time management skill, prioritization skills, and exercises sound judgment.
6. Knowledge of techniques and methods related to research, data mining, and statistical analyses.
7. Ability to interpret and appropriately apply laws, rules, and regulations to a given fact pattern.
8. Extensive technological skills including basic operating systems and GIS data files.

Education and Experience

Minimum of a bachelor's degree in Planning, or a closely related field and 5 years of experience working in a planning capacity. Alternatively, any combination of education and experience that tends to illustrate qualification for this role will be considered.

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.

Approved,



Dan Huff, City Manager

11-4-2021
Date