



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Associate Planner

Community Development Department

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

Class Summary

Under the direct supervision of the Planning Manager, performs technical and professional land use review, permitting, long-term planning, code enforcement, and community development activities. Implements the City's Comprehensive Plan and Development Code, makes presentations to the Planning Commission, prepares maps and graphics, coordinates special projects, and 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. 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. Prepares presentations for Planning Commission, City Council, and other public meetings.
3. Assists the Planning Manager in planning, organizing, and conducting research studies. Prepares reports and recommendations regarding land use and zoning regulations, urban design, community needs, long-term planning, economic development, and housing.
4. 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.
5. Identifies inconsistencies between long-term planning documents and the development code. Research best practices and other alternatives to rectify inconsistencies. Prepares and presents reports and proposals to aid the legislative process in reconciling inconsistencies.
6. Assists the Planning Manager in preparation and presentation of training materials for the Planning Commission and City Council.

7. Assists the Planning Manager 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 legally compliant materials and processes to further organizational efficiency and capacity.
8. Administers and manages the City's GIS system, GIS data and partnerships, and prepares and updates City zoning and boundary maps.
9. Assists the Planning Manager in researching and writing grants. Manages grant projects as assigned.
10. Assists the Planning Manager with various Community Development functions.
11. Provides technical support to the code compliance officer for code enforcement cases related to the development code.
12. Other tasks and projects as assigned.

Minimum Qualifications

- Thorough understanding of modern principles, practices, and techniques associated with land use planning, long-term planning, community development, and GIS Mapping.
- Thorough knowledge of applicable federal and state laws/regulations relating to permitting and land use. Ability to understand and work within a legal framework.
- 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.
- Knowledge of techniques and methods related to research, data analyses, and public process.
- Ability to manage correspondence with the public and with public presentation.
- Ability to interpret and appropriately apply laws, rules, and regulations to a given fact pattern.
- Exercises sound independent judgment.
- Familiarity with Oregon Public Meeting laws, Quasi-Judicial hearings, and Legislative hearings.
- Extensive technological skills including basic operating systems and GIS data files.
- Valid Driver's License Required.

Education and Experience

- Minimum of a bachelor's degree in planning, or a closely related field. Masters preferred.
- 2 years of experience working in a planning capacity, or local government preferred.

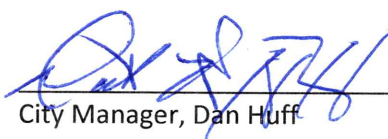
OR

- Any combination of education and experience that tends to illustrate 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.
- Occasional night meetings with Planning Commission, City Council, and the public.
- Some field work and vehicle operation conducting site research and collecting GIS field data.

Approved,

 6-30-25
City Manager, Dan Huff Date

Job Description – Associate Planner
June 30, 2025