



JOB DESCRIPTION

CITY OF MOLALLA

Job Title: Community Planner

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

Class Summary

Under the direction of the City Manager or designee, performs technical and professional land use, economic and parks planning work, including current and long range planning, and implementation of the City's Comprehensive Plan and development code. Presents projects to the Planning Commission, coordinates special projects. Park projects and planning and economic development 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. Plans, organizes and conduct research studies, prepares reports and recommendations regarding land use, zoning regulations, urban design, community needs, park planning, economic development and housing. Prepares environmental documents, recommends the use of land for residential, commercial, industrial and community uses.
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 implementation requirements. Communicates and

coordinates with other City departments and outside agencies, coordinates the development review process on public and private projects.

3. Conducts research prepares written/oral communications.
4. Maintains, updates and analyzes data required for community planning, participates in the review development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
5. Reviews and processes various plans and applications for subdivision, housing and commercial developments. Determines conformity with laws, regulations, policies and procedures. Recommends approval, identifies problems and analyzes alternatives, conducts project site checks.
6. Coordinates preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments. Organizes meetings and work sessions ensuring timely notification of appropriate parties. Makes presentations and prepares material for the City Council, commissions, boards and community groups.
7. Update local maps and prepares maps and graphics for various plans and reports.
8. Assists in the preparation and writing grants, manages funding sources, such as grants, contract management.
9. Assist the City Manager with economic development functions.

Qualifications

- Minimum Bachelor's Degree in Planning, Public Administration, Engineering or related field.
- Modern principles, practices and techniques of current and advanced land use planning, park planning and economic development practices.
- Land use, physical design, and demographic, environmental, economic and social concepts as applied to municipal planning.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State and local laws, codes and regulations including the City Municipal Code, state laws relating to subdivision, annexations, parks, economic development, zoning and land use.
- GIS mapping knowledge.
- Methods and techniques statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Modern office practices, methods and equipment.

- Apply policies, procedures and standards pertaining to the municipal planning process, parks and economic development.
- Interpret maps, site and building plans and specifications, graphs and statistical data.
- Supervise, train and motivate assigned staff.
- Exercise sound independent judgment.
- Interpret and apply applicable laws, codes and regulations.
- Prioritize and follow up on work assignments, communicate clearly and concisely, both orally and in writing.

Working Conditions

This position routinely works normal business hours, but may be required to attend night meetings. Most work time is spent in an office environment.