



City of Maupin

507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Position Available

Posting Date: May 28, 2021

Closing Date: July 28, 2021, *or* until position is filled

Anticipated Start Date: August 2021

Job Title: Community Liason

Department: Administrative/Finance

Salary Range: Part-time up to 20 hours per month, \$16-\$25 per hour

To apply: Please send a completed City of Maupin employment application form to Maupin's City Hall. Applications can be mailed to PO Box 308, Maupin, OR 97037, dropped off at the City Hall front desk, or emailed to citymanager@cityofmaupin.org. Please call City Hall with any questions, 541-395-2698.

General Statement of Duties

The City of Maupin is recruiting a Community Liaison to work with the citizens and businesses of Maupin to reinforce the City's ordinances, goals, and objectives with a positive and neighborly attitude. Through partnership and community engagement, the Community Liaison will help Maupin citizens connect to new programs and opportunities with the City.

Supervision

This is a staff position within the City of Maupin. The Community Liason reports to the City Manager, but will often consult with the Mayor, City Council, Public Works, and Fire Department personnel.

Essential Duties & Responsibilities

- Prepare and deliver written and oral communication to a variety of stakeholders (e.g., City Manager, City Council, Mayor) for the purpose of identifying issues and recommending solutions to remedy conflicts of City ordinances.
- Document issues and resolutions including photo documentation, recommended actions, agreements, costs, and resolutions.
- Work with the City's legal staff to present required findings for any court proceedings.
- Work with City Manager to develop and update the process of the City's Community Liaison responsibilities.
- Develop and implement a digital tracking system for issues and complaint following State of Oregon record retention rules.

Preferred Knowledge, Skills and Abilities

- Excellent public relations and interpersonal communication skills to maintain composure, self-control, and professional demeanor while interacting with the public, City and State staff, elected officials and volunteers under adverse conditions.
- *Continued on next page*

Preferred Knowledge, Skills and Abilities (Continued)

- Resolve misunderstandings and/or conflicts with complainants, property owners who may be in violation, neighborhoods, agencies, and others.
- Express ideas and convey information effectively in writing, orally, and in public settings such as community forums and legal proceedings.
- Facilitate cooperation and reasonable compliance with laws and regulations.
- Effectively use computers, software, and other office equipment.
- Work with various stakeholders such as Mayor, City Council, Public Works, Fire Department and community partner organizations such as the Chamber of Commerce.
- Work with minimal supervision.

Education/Experience Preferred

- Associates or undergraduate degree in Education, Psychology, Sociology, Public Administration, Law Enforcement, or another related field and/or applicable work experience.

Requirements

- Must possess valid driver's license.
- Ability to work outside in sometimes inclement weather and uneven terrain.
- Ability to work evenings and weekends, as well as normal business hours.
- Employees are required to follow pre-employment physical, drug screening, and criminal background checks per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin

Equal Opportunity Employment: The City of Maupin is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.