

ASSOCIATE PARK & LANDSCAPE PLANNERDEFINITION

Under direction, performs and supervises professional and technical tasks involving the planning, development and administration of park and landscape projects.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Serves as a senior project manager to coordinate capital project planning, development, implementation, and administration for a wide variety of public landscape projects, buildings and facilities. Plans, organizes, supervises and assists with the design and preparation of plans and specifications. Assigns work, monitors project schedules, and reviews and approves addendums, change orders, shop drawings, and other work. Reviews construction documents, calculations, and cost estimates prepared by staff and private consultants. Modifies plans to meet field conditions and budget constraints. Prepares Requests for Proposals and oversees the preparation of entire bid packages. Negotiates agreements with consultant firms and reviews and directs consultants' work to ensure quality and compliance with contracts. Prepares a variety of reports, estimates, agreements, correspondence, and written requests to present recommendations and fulfill policy and legal requirements. Monitors and coordinates consultant agreements. Supervises, trains and evaluates technical landscape staff. Assists in budget preparation. Provides technical advice and information concerning departmental operations and policies to consultants, other agencies, and the public. Represents the Park & Landscape Design Manager at public meetings and other functions during the Manager's absence. Makes presentations to the public regarding proposed recreational facilities. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level supervisory classification in the park and landscape planning series, which includes supervision and coordination of staff as delegated by the Manager. Employees in this class perform responsible, professional planning work requiring a wide range of planning skills in addition to supervisory ability. They exercise some independent judgment in planning work for themselves and their subordinates and in making technical decisions. Supervision is normally received by periodic guidance during the progress of work and by final review upon completion.

This class is distinguished from the next lower class of Assistant Parks and Landscape Planner in that the Associate serves as a project manager and supervisor of professional and technical staff, whereas the Assistant carries a limited role in project management. The two classes differ also in the greater scope and complexity of projects assigned to the Associate.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible professional landscape architecture experience and graduation from an accredited four-year college or university with a degree in Landscape Architecture, Architecture or related field may be used in combination with experience to meet the knowledge and abilities listed below.

Knowledge of: the principles, practices and methods of architecture as applied to park and recreational area design, construction, and maintenance; California Environmental Quality Act; requirements of the American with Disabilities Act; research methods and sources of statistical data; project planning and administration, including plan specification development, modern surveying and construction methods; construction and landscape materials, cost estimating, and contract administration; principles and practices of supervision; business and technical related software.

Ability to: monitor project schedules and budgets on several projects concurrently; prepare bid packages, Requests for Proposals, plans, specifications, cost estimates and reports with recommendations; express ideas clearly and concisely, orally and in writing; effectively supervise others in the implementation of park and landscape projects; work effectively with representatives of other governmental and non-governmental agencies; develop and maintain effective working relationships with community groups, public officials, consultants, other city employees and the general public in a culturally diverse community.

SPECIAL MINIMUM REQUIREMENT

Possess and retain a valid California Class C Driver's license. Registration as a Professional Landscape Architect or Architect in California is desirable.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours, including weekends and evenings as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The Associate Park & Landscape Planner has strong organizational skills and the ability to set priorities. This self-starter is action-oriented, creative, innovative, and visionary. As a supervisor, the Associate Park & Landscape Planner trains and acts as a resource person to assigned landscape staff.

Class title established per Council Resolution No. 90-106,
effective 12-1-90

Class Specification Revised: 7/94, 8/02
ADA approved: 12/02