

JOB TITLE

Park and Landscape Design Manager (MM)

JOB CODE

05540

DEPARTMENT

Recreation & Community Services

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Recreation
& Community Services

JOB SUMMARY

Under general direction from the Executive Director of Recreation and Community Services, supervises the development of park and landscape projects, including plan and specification preparation, contract negotiation and administration, and funding research and identification.

DESCRIPTION

- 1 Performs administrative duties in the management and development of the Capital Improvement Program for the Recreation and Community Services Agency.
- 2 Secures grants or other funding sources required for the development of the various capital improvement projects in the agency.
- 3 Manages the Civic Center Special Maintenance and Project Development Budget.
- 4 Supervises, trains and evaluates staff.
- 5 Negotiates and executes agreements with private architectural and engineering consulting firms and general service groups.
- 6 Performs and supervises the development of plans, specifications, cost estimates and construction activities for the park and civic center improvements.
- 7 Administers the American's with Disabilities Act requirements for the agency and investigates any public complaints.
- 8 Provides professional and technical assistance to the Executive Director in park and zoo master planning and public facility development.

- 9 Attends meetings and provides both written and oral reports to the City Council, Board of Recreation and Parks, Civic Center Commission and various neighborhood organizations.
- 10 Performs related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for managing the division and supervising the staff involved in designing park and landscape areas and related public facilities. The incumbent has minimal contact with the public but considerable contact with other professionals in this field, including consultants, contractors and City planning staff. Work is performed independently using creativity and innovation coupled with strong technical and organizational skills.

MINIMUM OR DESIRED QUALIFICATIONS

Experience: Five years of professional and supervisory experience in park planning, landscape architecture, architecture or a related field.

Education: Graduation from an accredited four-year college or university with a degree in landscape architecture, architecture or park planning may be used in combination with training and experience to provide the knowledge, skills and abilities listed below.

Knowledge of: principles and practices of park planning, landscape architecture and architecture as it applies to park and recreational area design, construction, inspection and maintenance of public projects; design liability, general liability, building codes, ADA requirements, insurance requirements, public works construction and State/Federal funding sources/requirements.

Ability to: manage a variety of projects; exercise good supervisory skills; express ideas clearly and concisely, both written and orally; write technical reports; establish effective working relationships with fellow employees and other governmental representatives; communicate with members of the public; deal with conflicts and disagreements and resolve differences quickly and effectively.

Skill in: analyzing and resolving problems quickly and effectively; the use of personal computers and software.

SPECIAL REQUIREMENTS: Possession and retention of a valid California Class C Drivers License and Registration License as a professional California Landscape Architect or Architect.

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ORGANIZATIONAL RELATIONSHIPS

Class Specification Revised: 12/94