

PARK DEVELOPMENT ANALYST I
PARK DEVELOPMENT ANALYST II

DEFINITION

To perform professional level work in project management activities related to park and landscape design, construction, maintenance, landscape architecture and renovation activities; to coordinate and oversee maintenance operational program; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Park Development Analyst I – This is the entry level class in the Park Development Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Park Development Analyst II – This is the journey level class within the Park Development Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Park Development Analyst I

Receives general supervision from management personnel.

May exercise direct supervision over assigned support and maintenance staff.

Park Development Analyst II

Receives direction from management personnel.

May exercise direct supervision over assigned support and maintenance staff; may exercise technical and functional supervision over technical support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Coordinate and oversee park development and maintenance projects to include new construction, rehabilitation and develop-built projects; manage bid process, including pre-bid conferences and walk-throughs; provide technical information in response to bidder inquiries; and administer construction projects, including managing project budgets and conducting field inspections.

Determine feasibility and costs of requests for services and proposed projects; prepare budgets, cost estimates and project schedules for capital projects.

Establish schedules and methods for project management and contract administration related to park and landscape design site construction, renovation and maintenance.

Plan, prioritize, assign and review the work of professional staff and consultants involved in park and landscape design construction, landscape architecture and renovation.

Plan, coordinate and monitor facility improvement and maintenance projects; develop scope of work, manage the environmental review and permitting process when assigned to capital project, trail and open space development projects, confer with stakeholders and consultants; prepare construction plans and documents, budget reports, and authorization-related recommendations; perform and coordinate plan reviews.

Assist in the preparation of assigned program and project budgets; prepare cost estimates for budget recommendations relative to assigned program responsibilities; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures of assigned projects.

Participate in the selection of technical and administrative support staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Conduct public workshops; prepare and make presentations to a variety of groups including neighborhood groups, Parks & Recreation Commission and City Council.

Monitor and coordinate private and public park and landscape development projects with internal and external customers, consultants, contractors and developers.

Prepare and administer grants.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Park Development Analyst I

Knowledge of:

Principles and practices of park and landscape design, construction, maintenance and contract administration.

Equipment, tools and materials used in park and landscape maintenance.

Research methods and procedures including statistical analysis and report writing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Ability to:

Organize, implement and direct park and landscape design construction and related landscape architecture, renovation and maintenance operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk while conducting site visits; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform professional work in the development, administration and implementation of a variety of park and landscape design construction programs.

Prepare a variety of technical reports; prepare and explain graphic displays such as maps, graphs, and charts; and maintain accurate records and files.

Administer assigned program and/or project responsibilities; prepare complex reports; evaluate and develop procedures and policies.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

May attend evening or weekend meetings outside of usual working hours, as required.

Communicate clearly and concisely, both orally and in writing.

Ability to read a variety of plans and specifications

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience is required.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in landscape architecture, park planning, construction or project management, public administration, business administration, engineering or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Project Management certificate is desirable.

Park Development Analyst II

In addition to the qualifications for the Park Development Analyst I:

Knowledge of:

Pertinent local, State and Federal laws, ordinances and rules related to park and landscape development and construction.

Principles and practices of advanced program and project management.

Practices of budget preparation and administration.

Ability to:

Independently perform professional work related to analysis and presentation of park design construction and landscape architecture programs and projects.

Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public.

Develop solutions to complex problems

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Park Development Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in landscape architecture, park planning, construction or project management, public administration, business administration, engineering or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Project Management certificate is desirable.

05-11-19

08-08-14

08-25-12

09-29-07

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