

PARK PLANNING AND DEVELOPMENT SUPERINTENDENT

DEFINITION

To plan, organize and direct activities related to the design, construction, renovation, and long range planning of City parks, parkways, street landscapes and related recreational facilities, including oversight and implementation of the Parks Capital Improvement Plan within the Parks, Recreation and Libraries Department; to coordinate section activities with other divisions and departments; and to provide highly responsible technical support to the Parks, Recreation and Libraries Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Recreation and Libraries Director.

Exercises direct supervision over supervisory, professional, technical and administrative support personnel.

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

Recommend and implement section goals and objectives; establish performance standards and methods for a variety of activities related to the design, construction, renovation and planning of City parks, parkways, street landscapes and recreational facilities.

Plan, develop and oversee the work of staff involved in planning and development activities including landscape architectural design, parks and streetscape construction and Capital Improvement Program development and implementation.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Oversee the plan review of City parks, street landscapes, and related facilities; determine appropriate use of in-house staff versus outside consultants/contractors; perform difficult project management responsibilities.

Oversee grant administration; monitor submittals, expenditures, and audits.

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Prepare and facilitate public meetings that deal with sensitive community concerns regarding park development/renovation projects; respond to citizen concerns and complaints.

Oversee the preparation and update of standards for landscape architectural design, parks and streetscape construction, ensuring consistency with Federal, State and local requirements.

Oversee Capital Improvement Program activities including green-field, rehabilitation, facility and streetscape projects.

Coordinate, plan and forecast short and long range improvement and rehabilitation projects and prepare and identify resource needs related to the development of major recreation facilities such as museums, libraries, interpretive and education centers, pools and community centers; develop models for facilities operations and services and oversee implementation.

Review, approve and sign design and development/construction plans that affect the Department; sign design and construction plans developed by in-house staff.

Prepare, review and make recommendations related to long range planning activities that affect the Department including, but not limited to, park and recreation facility locations, concept plans, projected costs and financing plans; determine and negotiate park fees and development agreements with developers and other public agencies.

Coordinate and implement major facility design and construction; prepare and monitor movement of projects through City approval and review process.

Make recommendations for revisions to the City's General Plan, as appropriate.

Prepare, review presentations of others, and present recommendations related to recovery of development, construction, and operating costs, including development and application of various fee structures.

Research and monitor legislation affecting parks and recreation development and operations; research a variety of available grants.

Research and prepare technical and administrative reports; prepare written correspondence.

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of landscape architecture related to park planning and design and related recreational uses.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Planning principles and the entitlement process.

Principles and practices of contract bid and construction management and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct park design, planning and landscape architectural 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 while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Manage complex capital projects involving multiple City departments and public agencies.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Five years of increasingly responsible experience in landscape architectural work related to park design and construction, including two years of supervisory experience.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in landscape architecture, park planning, construction management, or a related field.

License or Certificate

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

Possession of a landscape architect license as issued by the State of California.

08-08-14

08-25-12 Park Planning and Development Superintendent

07-01-02 Senior Landscape Architect