

PARK PLANNING/DESIGN

COORDINATOR

General Statement of Duties: Performs and coordinates professional level work in the areas of landscape architecture, park planning/design, and related master planning including the following: management of the Emerald Ash Borer Plan associated with public parks, recreational facilities, public right-of-ways, and public property.

Distinguishing Features of the Class: This position provides park and recreation planning and design related services for the Department of Parks, Recreation and Public Property. Responsibilities include project design/planning and construction process services for assigned projects related to the construction/renovation/planning of public parks, their features, and amenities. Specific work is technical and professional in nature and is provided independently or through Consultants under the employee's direction. This position assists the Director in producing various Master Plans and is responsible for management of the City's Emerald Ash Borer Plan and the Department's Consultant selection process. The work requires considerable initiative and independent judgment. The employee works under the supervision of the Director of Parks, Recreation and Public Property.

Areas of Accountability: (Illustrative only)

- Provides professional management and direction to assigned projects including preparing concept designs, plans, and bid documents; managing the site analyses, topographical surveys/testing and the bidding process; coordinating with impacted divisions and others; and providing ongoing project management
- Approves consultant and contractor invoices, contracts, specifications, and standards for assigned projects monitoring their cost estimates, schedules, and budgets
- Produces professional renderings, graphic illustrations, maps, and text to support the Department's grant applications for inclusion in master plans and for use in presentations
- Directs the Department's Design Consultant hiring process and manages the professional services of Consultants engaged in assigned projects
- Manages the City's Emerald Ash Borer Plan, evaluates status, coordinates tree treatments, tracks progress using computer software, directs public education/information, and amends the plan as necessary
- Assists the Director with the planning, design, construction, management, and direction of major Capital Improvement Projects and master plans
- Appears before various boards, user groups, grant organizations, and others presenting information, recommendations, reports, and updates
- Performs other duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of current landscape architectural principles, practices, and activities
- Knowledge of the principles and practices of park planning and recreation facility design
- Knowledge of site surveying principles and interpretation of topographical maps
- Knowledge of land use issues as they relate to park and recreational uses
- Knowledge of urban landscape design techniques
- Knowledge of trees/ plants, their utilization in urban landscapes, and their common diseases, threats and challenges, specifically the Emerald Ash Borer
- Ability to effectively manage construction/rehabilitation projects from initial concept to final implementation
- Ability to select, coordinate, and manage professional consultants
- Ability to manage all aspects of a large city wide plan to address the Emerald Ash Borer utilizing a tree inventory software and functioning as a point of contact for officials and the public
- Ability to utilize current software and sketching techniques to produce professional renderings and graphic drawings
- Ability to effectively utilize word processing, spreadsheets, and computer-aided drafting/drawing programs
- Ability to prioritize and manage multiple tasks/projects simultaneously, within deadlines, and with minimal supervision and direction
- Ability to communicate effectively, orally, and in writing
- Ability to establish and maintain effective working relationships with the general public, civic groups, and other City departments

Acceptable Experience and Training:

- Bachelor's Degree in Landscape Architecture, Architecture, or Urban Planning/Design
- One year's professional experience in Landscape Architecture or Park and Recreation Planning - Preferred
- Any combination of experience and training which provides the required knowledge, skills, and abilities