

EAST BAY REGIONAL PARK DISTRICT

LANDSCAPE ARCHITECT – PLANNING/STEWARDSHIP

GENERAL FUNCTION:

Under direction, to plan, manage and affect the production of planning documents to meet the current and future goals of the District and the environmental and recreational needs of the region.

ESSENTIAL FUNCTIONS:

Develops plan concepts and planning recommendations for new facilities and resolves planning issues; writes and supervises the writing of planning documents such as Land Use Plans, land bank lists, acquisition evaluations and other reports as required; organizes and establishes direction for the planning team, develops schedules and assigns tasks to project team members; schedules meetings and writes agendas; performs detailed site analysis and field reconnaissance. Researches files, books, documents and maps; analyzes and records data on computer and base maps. Coordinates, schedules and conducts input and focus group meetings. Develops project program and select planning alternatives. Ensures compliance with Land Use Plans and environmental documentation. Ensures all projects follow the required procedural and review processes. Prepares and presents presentation plans and represents the District at public meetings regarding planning as required. Maintains organized and detailed records of projects; writes reports and correspondence. Utilizes computer in the execution of projects. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree from an accredited college or university with major work in Landscape Architecture; and
- Experience: Five years of experience in the field of Landscape Architecture, which must include the preparation of site planning and design experience.
- License: A valid license to practice Landscape Architecture from the Department of Consumer Affairs in the State of California.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of landscape architecture and related design discipline. Knowledge of land use planning. Knowledge of and skill to utilize technical resources. Skill to communicate effectively, both orally and in writing. Effective presentation and public speaking skills. Good organization and leadership skills. Ability to assign resources effectively and delegate to team members; ability to encourage and motivate team members. Ability to prioritize, solve problems, resolve conflicts. Ability to maintain and update professional skills, including keeping current with new trends and techniques in landscape architecture and design and related skills. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

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SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. May be required to attend public hearings and other meetings which may be scheduled outside of normal work hours.

REPORTS TO: Chief, Planning & Stewardship

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$5,380.38 - \$5,885.75
Formerly Titled "Landscape Architect", Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04