

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                               PARK PLANNING MANAGER**

**DEPARTMENT:                           PARKS AND RECREATION**

**BASIC FUNCTION:**

Under general direction, supervise, plan and administer the development of open space and parks for recreational uses; supervise and perform landscape architecture work; coordinate park and open space related construction; perform other related duties as assigned.

**KEY RESPONSIBILITIES:**

Assists in the planning and preparation, and update to the Capital Improvement Program (CIP) related to open space and park development for Director's review.

Assists in the management and implementation of the citywide Trail System in accordance with applicable plans. Coordinate with other departments concerning issues of open space development and maintenance.

Assists in the implementation of the CIP related to open space and park development to ensure conformance to city policies and program desires.

Coordinates and supervise the design, planning, land acquisition, and new construction of open space, parks and recreation facilities.

Assists in the development of City Council goals and objectives related to open space and park development.

Supervises and prepare landscape architectural plans and related cost estimates for landscaping, open space and park improvements; review and approve plans consistent with State laws.

Inspects and/or supervises open space and park construction to ensure that projects are completed to city standards and ensure consistency with master plans.

Coordinates and direct the performance of outside consultants and contractors; monitor construction schedule and cost controls in park and related projects.

Coordinates the processing of environmental and planning permits with the Planning Department.

Makes written and oral reports, including preparation of agenda bills to the Parks and Recreation Commission, Planning Commission, and City Council regarding landscape architecture, open space and park planning issues.

Conducts and participates on city committees and advisory groups including public workshops with various neighborhood communities in development of parks and trails projects.

Consults with city departments, contract architects, and engineers to integrate present plans with long-range plans.

Provides input and cooperates in the development and maintenance of the Parks and Recreation Master Plan Component of the General Plan.

Writes grant proposals and research opportunities for funding of the trails project.

Supervises, trains and evaluates staff as assigned.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

- Principles and practices of open space and park planning, design, and development, and project management.
- Principles and practices of landscape architecture.
- Relationships among federal, state, and local planning programs.
- City policies, goals and plans related to open space and park development.

#### **Ability to:**

- Prepare sketches, plans, specifications, and cost estimates of landscaping and related group improvements.
- Collect, analyze and interpret data pertaining to open space and park development.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with city officials and employees, the general public, consultants, and representatives of other agencies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in park management, landscape architecture, urban planning, public administration or a related field; and five years of increasingly responsible work in open space and park development planning or landscape architecture or related planning experience.

It is highly desirable for the Park Planning Manager to have or obtain a California Landscape Architecture License.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

Employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

There are no unusual physical requirements. Work is typically performed in an office setting. The incumbent is required to meet with other staff, the public and officials at various city locations and required to drive to site locations for meetings or to inspect park sites. May be exposed to outdoors during visits to on site locations. Required to attend evening meetings to present information to the public, Commission or Council as necessary.

This is an at-will management classification.

DATE APPROVED: Jan. 8, 2013