

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 042

CLASSIFICATION: Associate Project Planner

DEPARTMENT: Community Services

CLASS DEFINITION: To perform a full range of professional level duties and responsibilities in support of the Community Services Department's Capital Improvement Project program; to assist in the preparation of capital improvement project plans; and to develop, administer, and monitor project budgets and contracts.

DISTINGUISHING CHARACTERISTICS: This position is distinguished from the Planner classification in that the emphasis of the Associate Project Planner is on providing journey level professional level support to the Department's capital improvement program including responsibility for monitoring the professional services of architectural and design consultants, ensuring compliance with specifications and requirements, and contract administration. The Associate Project Planner is distinguished from the Principal Project Planner in that the Principal has full responsibility for managing the Community Services Department's Capital Improvement Project section.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Principal Project Planner.

Exercises functional and technical supervision over assigned staff and reviews the work of consultants.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assist in the coordination of capital project planning and development for the Community Services Department; implement and administer specific projects with all interested parties including the general public, architects, engineers, landscape architects, and other consultants.

Coordinate the development of plans and designs for site development proposals for assigned capital improvement projects; identify specific projects, scope of work, and estimate costs; prepare written project construction and maintenance specifications.

Participate in the selection of architectural/engineering design consultants; monitor the professional services of design and planning consultants.

Ensure project compliance with project specifications and requirements; monitor projects and agreements to ensure compliance with federal, state and local laws, regulations, and guidelines.

Participate in the development and monitoring of the Capital Improvement Project program budget.

Approve and record all consultant and capital billings; recommend project change orders and extra work order approvals; maintain and monitor assigned accounts; determine appropriate expense allocations; resolve billing payment and reporting discrepancies.

Prepare administrative studies and research projects as required; prepare statistical data and graphs; assist in the coordination and implementation of approved studies and projects.

Assist other departments and developers as necessary when encroaching onto parks, easements, and right-of-way as well as other issues; comment on and recommend solutions for right-of-way screening concerns

throughout the City; review developer/cell site projects to comply with park standards as well as City screening and other miscellaneous standards.

Assist with coordinating volunteer efforts related to parks and City landscape.

Coordinate with other departments on landscape issues.

Apply for and administer grants.

Supervise and train assigned staff.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Three years of professional planning experience including experience in performing analytical and administrative staff work in park and recreation planning and design supplemented by a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks planning, urban planning, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Planning and development as applied to the preparation of designs, plans, and specifications; landscape architectural design and construction processes and techniques; contract administration techniques; complex principles and practices of landscape architecture, planning, survey, and design as they relate to park and facilities planning; grounds maintenance practices; project budgeting principles and techniques; methods and techniques of effective technical report preparation and presentation; principles of supervision, training, and performance evaluation; principles and procedures of record keeping; principles of business letter writing and report preparation; modern office procedures, methods, and equipment including computers; computer applications such as word processing, spreadsheets, and statistical databases; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Interpret and apply landscape architectural principles; analyze site design, terrain constraints, and land use compatibility; research, analyze, and recommend modifications to existing plans; understand, interpret, apply, and ensure project compliance with general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; administer contracts of outside consultants; monitor capital project expenditures; analyze and compile technical and statistical information; supervise, organize, and review the work of professional and technical personnel; train and evaluate staff; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of, or the ability to obtain, a license as a Registered Landscape Architect. Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for higher level classifications in the planner series.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Created 9/2005 – P. Saldivar

Revised 4/2008 – C. Stewart

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