



City of Sacramento
Senior Landscape Architect

SALARY	\$47.76 - \$62.67 Hourly \$3,820.81 - \$5,013.23 Biweekly \$99,341.00 - \$130,344.00 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full-Time Career	JOB NUMBER	001819-24-YPCE
DEPARTMENT	Youth, Parks & Community Enrichment	DIVISION	Park Development Services
OPENING DATE	02/01/2024	CLOSING DATE	2/22/2024 11:59 PM Pacific

THE POSITION

With supervisor approval, incumbents may be eligible for intermittent remote work; however, they must physically reside within the Sacramento region or have the ability to regularly report to a City of Sacramento physical worksite with little notice.

Senior Landscape Architect works under general supervision and is expected to complete complex landscape architectural assignments requiring the use of judgment, interpreting general policies and initiative in developing solutions to problems.

IDEAL CANDIDATE STATEMENT

The ideal candidate for the Senior Landscape Architect Position will have knowledge and experience in delivery of Capital Improvement Projects and the ability to communicate and collaborate with internal and external partners. The ideal candidate will be self motivated, capable of resolving issues and delivery all aspects of a project.

Under general direction, the Senior Landscape Architect supervises and oversees the planning, design, and construction of parks and other landscape architectural projects; assumes the responsibility for the delivery of projects within the specified time and budget; identifies and seeks potential park related projects; and assumes responsibility for the more complex and comprehensive landscape architectural planning and design decisions.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory classification responsible for the management of the Landscape Architecture Section of the Department of Parks and Recreation. The incumbent functions as a working manager with the independent authority to oversee and perform technical work related to the design and development of parks, parkways, and recreation areas. The Senior Landscape Architect is distinguished from the next lower classification of Associate Landscape Architect by its role as supervisor over the Landscape Architecture Section.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Parks and Recreation Manager. The incumbent has supervisory authority over subordinate professional, technical, and support positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TYPICAL DUTIES

- Plans, organizes, and supervises the work of professional and technical personnel engaged in the planning, design, and construction of parks and other landscape related projects.
- Selects, assigns, trains, directs, and evaluates subordinate staff; determines work priorities and ensures projects are completed within allocated time and budget; select and monitor the work of architectural consultants.
- Provides technical direction to subordinate staff; supervises the development of plans, specifications, and estimates for construction; directs staff to review as necessary; approves new park construction related documents for quality, consistency, and completeness; participates in the preparation of complex narrative reports, correspondence, and other documents; prepares and presents reports to City Council.
- Develops and implements division goals, objectives, mission, values; develops and implements division policies and procedures required for the effective development and implementation of the mission, values, and goals.
- Represents the department and establishes and maintains effective working relationships with City departments, outside agencies, elected officials, developers, contractors, and the public; coordinate landscaping projects with other departments,

governmental and community agencies, and contractors.

- Assists in developing, preparing, and monitoring the division capital improvement and operating budgets.
- Performs other or related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and tools essential to administering a variety of landscape architectural and site layout programs.
- Principles of modern landscape architecture design, technology, and construction methods.
- Principles and practices of human resources management, supervision, and training.
- Principles and techniques of project management.
- Principles and practices of budget preparation and analysis.
- Facility planning and site analysis as it relates to park and recreational development.
- Federal, State, and local ordinances and legislation as it impacts landscape architectural practices and procedures.

Skill in:

- Use of modern office equipment including computers, computer applications and software.

Ability to:

- Manage municipal landscape architectural projects; meet critical deadlines; make sound decisions.
- Plan, organize, direct, and monitor the work of subordinate professional and technical personnel.
- Develop, administer, and control a budget.
- Establish and maintain effective working relationships with City departments, public and private agencies, contractors, and the general public.
- Prepare technical reports, contract documents, and correspondence.
- Review and monitor engineering and/or architectural and design solutions for compatibility to proposed landscape projects and City needs.

EXPERIENCE AND EDUCATION

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

Experience:

Four years increasingly responsible professional landscape architectural experience including park planning, landscape planning, design, and maintenance, and a minimum of one year of supervisory experience.

Education:

Graduation from an accredited four-year college or university with a Bachelor's degree in Landscape Architecture or related field.

PROOF OF EDUCATION

Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certification:

Possession of a valid Certificate of Registration as a Landscape Architect with the State of California.

PROOF OF CERTIFICATION

Proof of the required certificate and/or license should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment**.
- Proof of certification and/or license should be submitted online with your application. Proof of certification and/or license **will be required at time of appointment**.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment

Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

3. Screening Committee: (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

4. Interview Process: Human Resources will forward applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass Live Scan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <https://www.cityofsacramento.gov/HR/employment>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

Agency

City of Sacramento

Address

915 I Street
Historic City Hall
Sacramento, California, 95814-2604

Phone

(916) 808-5726

Website

<http://portal.cityofsacramento.org/HR>

Senior Landscape Architect Supplemental Questionnaire

*QUESTION 1

APPLICATION: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions:

<https://www.cityofsacramento.gov/HR/employment>

Yes

*QUESTION 2

PROOF OF EDUCATION: To qualify for this classification you may use any combination of education and/or experience as listed to provide required knowledge, skills, and abilities. I understand proof of education such as, but not limited to,

university/college transcripts and degrees should be submitted with my application and will be required at the time of appointment if I am using education to qualify for this position. Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.gov/HR/employment>) for information on accepted documentation.

Yes

***QUESTION 3**

EDUCATION CONFIRMATION: If I am using education to qualify for this position, I attest I possess or will possess the following level of education by time of appointment if I am selected for this position.

- No units from an accredited college or university
- Less than 30 semester or 45 quarter units from an accredited college or university
- 30 semester or 45 quarter units from an accredited college or university
- 60 semester or 90 quarter units from an accredited college or university
- Associates Degree
- 90 semester or 135 quarter units from an accredited college or university
- Bachelors Degree
- Masters Degree
- Doctorate

***QUESTION 4**

PROOF OF CERTIFICATION: I understand proof of certification, should be submitted with my application and will be required at the time of appointment.

Yes

***QUESTION 5**

CERTIFICATION CONFIRMATION: I attest I possess or will possess a valid Certificate of Registration as a Landscape Architect with the State of California by time of appointment if I am selected for this position.

Yes

No

***QUESTION 6**

SUPPLEMENTAL QUESTIONNAIRE: The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

Yes

***QUESTION 7**

Describe your experience with park development projects, construction projects or other type of development projects. In your response include your role, responsibilities, and your approach to quality control.

***QUESTION 8**

Describe the challenges of keeping projects on schedule and on budget. Include in your response, the techniques, methods or tools you use to do this.

* Required Question