



City of Sacramento
Supervising Landscape Architect

SALARY	\$52.54 - \$68.93 Hourly \$4,202.90 - \$5,514.56 Biweekly \$109,275.28 - \$143,378.64 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full-Time Career	JOB NUMBER	001898-24-YPCE
DEPARTMENT	Youth, Parks & Community Enrichment	DIVISION	Park Development Services
OPENING DATE	02/25/2024	CLOSING DATE	3/17/2024 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.

The Supervising Landscape Architect supervises and oversees the planning, design, and construction of parks and other landscape architectural projects; prepares studies and reports as it relates to landscape architecture projects; assumes the responsibility for the delivery of park projects within the specified time and budget; assists in development and implementation of goals and policies; meets and works with various organizations, boards, committees, and agencies; identifies and seeks potential park related projects; supervises and assists in preparation of budgets and capital improvement programs.

IDEAL CANDIDATE STATEMENT

The ideal candidate for the Supervising Landscape Architect position will possess strong leadership qualities with ability to think critically and strategically, anticipate challenges and resolve issues with a focus in continuous improvement. The ideal candidates will be highly customer service focused, able to build strong relationships with internal and external partners, collaborate effectively, actively listen, and foster positive working relationships.

DISTINGUISHING CHARACTERISTICS

This is a single-position supervisory classification responsible for carrying out, interpreting, and ensuring compliance with existing regulations, policy and methods; and assisting with the development of division and departmental policy and methods. The Supervising Landscape Architect supervises landscape architectural projects with the independent authority to oversee and perform technical work related to the design and development of parks, parkways, and recreation areas. Incumbents provide technical expertise within the landscape architectural discipline. The Supervising Landscape Architect is distinguished from the Senior Landscape Architect in that the former manages a broad professional landscape architectural team while the latter performs complex landscape architectural work.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Park Development Manager. Responsibilities include the direct and indirect supervision of professional, technical, clerical, and consulting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Assists in the development and implementation of goals, objectives, policies, and priorities for a landscape architectural unit; assists in the preparation and administration of unit's budget; supervises and participates in the preparation of capital improvement programs and quick budgets; supervises and participates in the preparation of special studies and reports.
- Assists in overall planning, organizing, directing, training, and evaluating assigned personnel in the preparation, revision, and timely administration of master plans, construction documents/bids/contracts, etc., within the City in the Landscape Architecture section of the Park Planning, Design and Development Division.
- Reviews and approves master plans, work orders, consultant and related bills and purchase orders; prepares and monitors consultant agreements, reviews new and proposed laws, regulations, codes, methods, materials and technique for application to projects; develops and implements procedures, standards and systems.
- 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 advice and assistance to staff; approves new park construction related documents for quality, consistency, and completeness.

- Supervises professional subordinates; selects and supervises the work of contractors engaged in the planning, design, and construction of parks and other landscape related projects; provides technical assistance to resolve barriers to completion; negotiates contractor claims.
- Coordinates activities with other City departments, divisions, and sections, and with outside agencies; meets with community groups, business leaders and other interested parties regarding projects and concerns.
- Facilitate public presentations and/or represent the department at various meetings to explain landscape development projects.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and tools essential to designing, constructing, and administering a variety of landscape architectural and site layout projects.
- Principles of modern landscape architecture design, technology, and construction methods.
- Modern developments, current literature, and sources of information regarding the assigned area of landscape architecture and engineering.
- Principles and practices of budget preparation and analysis.
- Applicable laws and regulatory codes related to development and construction in the area of assignment.
- Facility planning and site analysis as it relates to park and recreational development.
- Applicable Federal and State laws and regulations.
- Principles and practices of human resources management, supervision, and training.

Skill in:

- Supervision of personnel.

- Problem solving, utilizing limited resources.
- Technical project management.
- Contract negotiation and administration.
- Use of modern office equipment including computers, computer applications and software.
- Use of automated landscape architectural and engineering aids including computer hardware and software.

Ability to:

- Establish and maintain effective working relationships with management and subordinate staff, and with diverse internal and external resources.
- Establish and maintain effective working relationships with City departments, public and private agencies, contractors, and the general public.
- Manage, plan, assign, and supervise the work of a diverse staff in the accomplishment of multiple projects.
- Ensure the proper preparation of technical reports, contract documents, and correspondence.
- Develop, administer, and control a budget.
- Communicate effectively, verbally and in writing.

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:

Six years of broad and varied government landscape architectural experience including park planning and landscape planning, design, and maintenance. Four years of experience should be at a level equal or higher than the Sacramento City class of Senior Architect. Ideally, such experience should have been gained in a large (population 250,000 or higher) metropolitan jurisdiction with a minimum of four years 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

Website

Supervising 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 leading a project(s) or supervising staff. Include in your response the size of the staff/team, the level of staff/team (i.e., professional, technical, etc.), and how you motivate or coach staff/colleagues (if applicable).

***QUESTION 8**

Describe your experience with Capital Improvement Projects, including pre-development, forecasting, funding, design, construction, and oversight.

***QUESTION 9**

Describe your experience negotiating contracts and/or agreements.

* Required Question