

Recreation and Park Commission
for the Parish of East Baton Rouge

HUMAN RESOURCES DEPARTMENT

NOTICE OF FULL TIME POSITION

PUBLIC ANNOUNCEMENT

- POSITION: Assistant Director (Planning & Engineering) POSTING DATE: 05/15/2009
- CONTROL #: ASDD-14
- SALARY: Annually depends on qualifications plus full benefits. This is a six month introductory appointment. Satisfactory completion of introductory period is required prior to full-time staff appointment.
- REQUIREMENTS: 5 year college degree from an accredited college or university in Landscape Architecture, Architecture, Civil Engineering; Master's degree from an accredited college or university in Landscape Architecture, Architecture, Civil Engineering preferred; LA Licensed Landscape Architect or Licensed Architect or Civil Engineer (or eligible for reciprocity); Valid LA driver's license; 5 years in plan design, engineering construction practice with 2 years in recreation & parks and 2 years in supervisory capacity; Certified Playground Safety Inspector within 9 months of hire; Thorough knowledge of project management and principals & practices of landscape design, principles of planning, architecture, engineering, construction as applied to assignments; Knowledge of grading, drainage plans; basic surveying AutoCAD; Knowledge of principles of specification writing; Knowledge of methods of conducting research and use & analysis of same; Knowledge of design of recreation & park facilities; Knowledge of public agency bidding & procurement procedures; Ability to prepare plans, designs, estimates, construction drawings & specifications; Ability to conduct field survey activities and to plan & supervise projects in office & in field; Ability to express ideas clearly & concisely, orally, in plans, in graphic drawings & in writing; Ability to establish & maintain effective working relationships with fellow employees & other agency officials.
- DUTIES: Assumes Director's role in his/her absence; Directs and schedules work of other department personnel in day to day activities; Problem-shoots, keeping work of the department moving in a timely manner; Makes recommendations relative to construction methods and materials; Contributes to public planning processes, discussing projects with staff, citizens and groups; Checks plans and specifications to insure project goals are being met; Compiles data for and preparing technical reports; Checks plans and specifications for compliance with building codes and accuracy; Coordinates design and construction; Supervises professional and technical personnel assigned to assist in such work; Assisting in park land acquisition studies; Prepares charts, graphs, and plans for presentation; Prepares construction drawings and specifications to implement plans; Other duties as assigned.
- APPLICATIONS: Available in the Human Resources Department at 6201 Florida Boulevard.

Candidates must file a new and complete application with the Human Resources Department at this time to be considered for this position.