

Recreation and Park Commission for the Parish of East Baton Rouge  
HUMAN RESOURCES DEPARTMENT  
**NOTICE OF FULL TIME POSITION**

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**PUBLIC ANNOUNCEMENT**

POSITION: Department Director of Planning and Engineering POSTING DATE: 05/29/2009  
CONTROL #: DDIR-12

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: Five-year college degree from an accredited college or university in Landscape Architecture, Architecture or Engineering; Masters degree from an accredited college or university in Landscape Architecture, Architecture or Engineering preferred; LA licensed Landscape Architect, Architect, or Engineer (or eligible for reciprocity); Certified Professional in Recreation and Parks and Certified Playground Safety Inspector within 1 year of hire; Valid LA driver's license; Six years in municipal/government park & recreation dept. with land use, design, site work, construction & parks orientation with four years experience in supervision; Two years directing field construction crews required; Thorough knowledge of principles & practices of landscape architecture, engineering, architecture planning as applied to open space & park & recreation planning & design; Knowledge of design related to golf courses, zoos, historic structure, athletic complexes, gardens, trails & other typical recreational facilities and ability to interpret plans & specifications in consulting with engineers, architects & planners; Knowledge of construction management, field operations, construction methods, techniques & value engineering; Knowledge of relationship of physical features to land utilization & socioeconomic factors in recreation planning Considerable knowledge of principles of money management; Knowledge of applicable codes, City/Parish, State & Federal laws and ordinances related to construction & design of recreation facilities, land subdivision rules & regs; Knowledge of state & local health regulations; Knowledge of recreation programming, research methods, techniques & designs; Ability to recommend programs for system based on planning & design cost studies; Ability to multi-task, managing multiple concurrent projects; strong leadership & interpersonal skills with employees & public.

DUTIES: Plans, directs and manages activities of the Planning and Engineering Department; Acts as technical advisor to the Superintendent and Commission in matters involving the Recreation and Park Master Plan (Strategic Plan), acquisitions, planning, design, engineering, cost estimating and construction of park and recreation facilities; Determines priorities and makes recommendations related to strategic planning, park policy and land acquisition and facility development; Directs and coordinates the work of consultants, attorneys, engineers, and architects in accomplishing department and commission goals and objectives; Maintains a public planning process, meeting with civic groups and neighborhood organizations representing BREC as it pertains to park planning; Plans for Capital Improvement Programs and uses other funding sources to implement the Recreation and Park Master Plan; Prepares departmental reports for Deputy Superintendent, Superintendent, Commission, and others; Directs work of departments in accomplishing tasks; Acts as staff representative to Planning and Engineering Committee; Manages Capital Improvement Funds and prepares budget for Capital Improvement Program; Prepares and makes presentations, speaking in front of groups; Analyzes plans and projects for compliance with the park master plan; Establishes positive and productive work discipline; Provides direction in conjunction with department heads and facility managers, regarding operations; Directs work of departments responsible for grant applications involving capital construction; Evaluates designs by staff and outside consultants; reviews for safety and maintenance; Other duties as assigned.

APPLICATIONS: Available in the Human Resources Department at 6201 Florida Boulevard.

RECRUITER: Stephanie Trim

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