



Senior Landscape Architect

(Parks Design Manager)

PARKS, RECREATION AND
NEIGHBORHOOD SERVICES DEPARTMENT





THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San Jose’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as startups and advanced manufacturing.

San Jose’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,413 positions and a total budget of \$3.7 billion for the 2018-2019 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

THE PARKS, RECREATION, AND NEIGHBORHOOD SERVICES DEPARTMENT

The City of San José’s Parks, Recreation and Neighborhood Services Department (PRNS) is proud to be “Building Community Through Fun” with innovative and creative parks, programs and services. The mission is to build healthy communities through people, parks, and programs. We view public service as our most important role and work hard to gain and sustain the public’s trust. The department is collaborative, supportive, and innovative in the delivery of our services.

The PRNS department has an annual total budget of \$100 million (excluding the Capital Improvement Budget) and is supported by more than 700 FTEs. PRNS consists of four major functional divisions:

1. Recreation and Neighborhood Services,
2. Park Operations,
3. Capital Improvement Program; and
4. Administrative Services.

Strategic support is provided by units supporting the divisions, including Budget and Fiscal Management Services, Marketing and Public Information, and Contracting Services.

Guiding Principles

PRNS has five Guiding Principles that direct decision making:

- 1. Stewardship** – We Take Care of What We Have and Invest for the Future
- 2. Nature** – We Protect, Preserve and Promote Outdoor Spaces for All People
- 3. Equity and Access** – We Embrace People of All Ages, Cultures and Abilities
- 4. Identity** – We are known as a Premier Parks, Recreation and Neighborhood Services System
- 5. Public Life** – We Promote Community Spaces for a Safe, Fun and Healthy San Jose

The Senior Landscape Architect is a senior level position in the Capital Projects Team.

THE CAPITAL IMPROVEMENT PROGRAM (CIP)

The Department has a robust capital improvement program (CIP) valued at \$304.9 million over a five-year period. The Capital Projects Team identifies and prioritizes projects and works with the Department of Public Works project implementation team to deliver new and renovated facilities.

The vision of the Capital Projects Team is to deliver beautiful community spaces that delight residents of all ages and function by design.

The Capital Projects Team oversees preparation of the Department's CIP budget, strategic planning, community engagement, land acquisition, rehabilitation & replacement projects at parks, trails and community centers, oversight of the design & construction of new facilities, and negotiating park development agreements with residential developers. The Capital Projects Team consists of the following groups: Project Delivery, Trails Delivery, Capital Planning, Strategic Planning, and Building Oversight. The team plays the role of the client-department by coordinating closely with the Department of Public Works and consultants for project delivery.

THE POSITION

The CIP Team is seeking to fill one Senior Landscape Architect (Parks Design Manager) position. The Senior Landscape Architect leads the Project Delivery Team, which consists of a team of engineers and landscape architects charged with delivery of projects that include new park design and rehabilitation of existing parks. The position will manage that team of professionals, and have oversight of up to 160 projects in various stages of design and construction at any given time.

The Senior Landscape Architect guides project delivery primarily through four delivery teams:

- 1. PRNS CIP Team - Major Projects:** Supervise a staff of four design professionals and their teams in guiding the direction, scope and community interface for major capital projects under oversight of the Public Works Department
- 2. PRNS CIP Team - Small Projects:** Supervise team responsible for design and implementation of projects not managed by Public Works.
- 3. Facilities and Park Operations:** Support work units with professional guidance and problem-solving for a range of facility types and needs.
- 4. Public Works - Community Facilities:** Collaborate in the planning, design and construction of park and recreational assets by staff under management of the Public Works Department.

PRNS provides recreation and parks facilities that meet the needs of all ages, income levels and cultures that exist in the City. The CIP team works with operations staff to ensure facilities are aesthetically pleasing and support the guiding principles of the Department. The Senior Landscape Architect will lead a team of in-house designers and implementors, collaborate with the Public Works design staff, and lead or interface with consultants in developing plans for projects of varying sizes and complexities.

Why you want to join the San José PRNS Team:

- Collaborative work environment
- Knowledgeable, dedicated and engaged staff
- Vast array of exciting and ongoing projects
- Community programs that serve toddlers to seniors

- 3,533 acres of parkland including Alum Rock Park (718 acres) – the oldest municipal park in California and one of the largest municipal parks in the United States
- The opportunity to raise the level of identity, equity, sustainability and public life in one of the nation's largest cities.

THE IDEAL CANDIDATE

PRNS is a dynamic, complex, and fast-paced organization and the ideal candidate will be someone that can navigate, thrive and be inspired in that environment.

The ideal candidate should also have a broad range of experience that includes:

- Managing staff
- Developing and executing project scopes
- Performing quality control checks (including construction documents)
- Overseeing construction projects (not directly responsible for construction oversight, but candidate should be capable of advising and proposing resolutions).
- Developing design plans and construction documents suitable for public bidding
- Designing sustainable urban park spaces.
- Prepare technical documents (including public reports, governing body memoranda, etc.)

The ideal candidate will possess excellent organizational skills and will be dedicated to the delivery of excellence by their team and colleagues. The candidate will have experience in collaboratively guiding design teams, in the preparation of study, planning, design, and construction documents suitable for public bidding. The candidate will have a theoretical and practical working knowledge to guide a wide range of urban design projects such as regional parks, plazas, neighborhood parks, pocket parks, and the structures and features that shape and develop the identity and character of San José. The candidate should have experience in working with varied communities and balance a range of distinct priorities and needs.

The ideal candidate can be a landscape architect and should have a combination of technical and interpersonal skills that support the delivery of complex projects. The candidate should have the strong and positive interpersonal skills to build relationships with their co-workers, consultants, and clients. The candidate should view PRNS staff as a client and champion, support and resolve when feasible the needs of Park Maintenance Staff and Community Center Operations Staff. The candidate must be able to communicate



effectively and pursue win-win solutions by engaging with these client groups, community groups, elected officials and team members.

With an estimated \$60M per year in funded new projects the preferred candidate will oversee the Project Delivery Team's role during master planning and design development, by prioritizing and distributing work load, implementing public outreach strategy, guiding design approaches, and providing and/or supporting quality assurance and quality control. The ideal candidate will have the necessary experience and judgment to sustain progress by delegating roles, ensuring high quality, problem-solving and communicating progress to his/her management team.

Job Expertise: Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

Analytical Thinking: Approaching a problem or situation by using a logical, systematic, sequential approach.

Coaching: Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

Communication Skills: Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

Customer Service: Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

Leadership: Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Political Skill: In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

Project Management: Ensure support for projects and implements agency goals and strategic objectives.

Teamwork & Interpersonal Skills: Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

EDUCATION & EXPERIENCE

- **Education:** Bachelor's Degree in an accredited university or college in landscape architecture, civil engineering, or related field of study.
- **Experience:** Five (5) years of professional landscape architectural experience.
- **Licenses:** Possession of valid certificate as a licensed Architect or Landscape Architect in the State of California. If Architect or Landscape Architect license is from another state, a California license must be obtained within one year of date of hire. Candidate must also possess or able to obtain a valid Class C California Driver License.
- Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

COMPENSATION AND BENEFITS

The approved salary range for this position is **\$115,939-\$146,640**. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay. The actual salary shall be determined by the final candidate's qualifications and experience.

The City provides an excellent array of benefits, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance** – The City contributes 85 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance** – The City contributes 100 percent of the premium of the lowest priced plan for dental coverage.
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

APPLICATION PROCESS

The application deadline is August 17, 2020. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to: <https://secure.cpshr.us/escandidate/JobDetail?ID=627>.



KYLIE WILSON
CPS HR Consulting
Email: kwilson@cpshr.us
Web-site: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the City. A final selection will be made upon completion of comprehensive reference and background checks.