

## LANDSCAPE ARCHITECT

Code No. 3-13-046  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for providing landscape architecture services. Duties include the preparation of proposals, designs, plans and supporting documentation. Work is conducted in accordance with local state and federal laws, rules and regulations. The employee reports directly to, and works under the general supervision of the Director of Parks or other higher level staff member.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates and assists with the implementation of site development and planning projects as related to professional landscape architecture services;

Coordinates or works with others to define respective roles and responsibilities;

Works independently with contract vendors in developing landscape architecture plans for facilities and master plans;

Reviews and prepares reports and analyses of municipal zoning and other development review applications;

Administers development reviews and organizes work flow for conducting reviews;

Creates grant proposals and coordinates plans with county agencies;

Works with municipalities in local master plan projects;

Designs and prepares project proposals, alternatives, implementation strategies, designs, specifications, and oversees consultant work;

Coordinates environmental site reviews to meet local, state, and federal permit requirements;

Prepares written support material including reports, correspondence, legislative communications, newsletters, minutes, etc.;

Coordinates reviews with county, state and municipalities;

Analyzes data about project sites, identifying factors that will affect implementation of projects, environmental impacts, social impacts, costs and construction schedules;

Presents proposed site development plans and planning projects at public information meetings, explaining details, environmental impacts and scheduling;

Responds to comments and inquiries from the public, the business community, local governments, agencies and organizations;

Coordinates or assists with consultant selection, contract administration, voucher approvals and design approvals;

Assists in the letting and awarding of construction bids;

Reviews construction for consistency with proposed designs and plans.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of landscape architecture practices, principles and techniques; thorough knowledge of resource planning, architecture and civil engineering; good knowledge of federal, state and local review, approval and permit processes; working knowledge of project financing and funding opportunities and processes; working knowledge of consultant qualifications and availability; working knowledge of local and national contractors, and suppliers and distributors of construction materials; analytical ability; ability to assess site planning data and anticipate issues related to project design, scheduling, funding, and permitting; ability to present planning, development and design concepts graphically and verbally; ability to communicate orally and in writing; ability to establish and maintain professional working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Must possess a valid New York State Landscape Architect License issued by the New York State Education Department.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** January 9, 1997

**REVISED:** March 7, 2002

**REVISED:** March 5, 2020

Disapproved non-competitive by State Civil Service action on 7/24/2000