



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****SUPERINTENDENT OF PLANNING AND CONSTRUCTION, 9237****09-08-00**

**Summary of Duties:** Directs and coordinates the planning, design, construction, contract administration, grant, and land acquisition activities for the development of City park and recreation areas and facilities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** The Superintendent of Planning and Construction is responsible for the planning, funding, design, and contract administration activities associated with the acquisition, development, and building of the new and existing recreational facilities and sites in the City of Los Angeles. An incumbent of this class is charged with the responsibility for the tracking and development of the Department's annual and long-range capital improvement program, as well as the funding of the program from bond issues and other sources outside of the City's budget. In addition, the superintendent is responsible for the Department's capital program operations.

The Superintendent of Planning and Construction must exercise extensive independent judgment, imagination, and initiative in developing long range plans designed to meet the City's recreational cost and schedule objectives, considering both community and individual needs and feasible development and acquisition priorities.

An employee of this class receives assignments in terms of broad objectives from an Assistant General Manager and is required to function within City and Departmental policies, requirements and goals. The work is evaluated on the basis of accomplishment of the recreational planning and development objectives of the Department and adherence to priorities established.

**Examples of Duties: A Superintendent of Planning and Construction:**

- Directs and coordinates the activities of the Planning and Construction Division of the Department of Recreation and Parks which includes the Architectural and Engineering Unit and the Design and Construction Units;
- Coordinates activities with the Division's Environmental Analysis, Land Management and Advance Planning Units;
- Designs, reviews, and analyzes studies which determine the City's recreational needs and recommends plans for developing existing sites and facilities as well as acquiring and developing future sites;
- Meets with elected City officials, representatives of other departments and governmental agencies and citizens for the purpose of determining their recreational objectives and needs;

- Makes formal presentations to groups and agencies to explain projects;
- Develops community interest in and support for proposed recreational facility and site plans;
- Develops, for the approval by the Board of Recreation and Parks Commissioners, long range plans and priority baselines for the development and financing of recreational areas and facilities;
- Formulates the long range capital improvement program for the Department of Recreation and Parks;
- Directs and coordinates the acquisition of recreational sites;
- Directs the preparation of financial feasibility studies for the purchase and development of these sites which include consideration of the use of capital improvement and bond funds, Federal and State subverted funds, and the engineering, design, and construction of new facilities and sites and the improvement of existing facilities;
- Coordinates facilities and financial planning and design activities with branch and division heads;
- Directs the preparation of landscaping, engineering and architectural plans, specifications and estimates for contractual bids purposes;
- Directs the preparation and analysis of contracts and bids and recommends on the awarding of contracts;
- Directs the administration of construction and architectural contracts awarded by the Board of Recreation and Parks Commissioners;
- Directs the Recreation and Parks Department contract compliance program;
- Ensures the timely completion of various phases of projects from inception to completion through the preparation and monitoring of internal work plans;
- Prepares and supervises the preparation of project status and other reports for the Board of Recreation and Parks Commissioners;
- Supervises the preparation of the Planning and Construction Branch budget;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:**

**Knowledge of:**

- Management techniques necessary in coordinating a variety of activities to ensure the timely completion of development projects with the most effective use of manpower;
- Sources of information on the variety of groups in an urban culture and the means of obtaining their participation in the development of capital projects and programs;
- Grant funding and capital improvement programming and management;
- Engineering and architecture as it relates to the design and construction of recreational sites and facilities;
- Methods used in determining design and construction costs;

- Techniques and laws pertaining to the preparation of contracts;
- Real estate negotiation, acquisition, and appraisal techniques;
- The role of the City Council, City's departments and other governmental agencies in the development and acquisition of recreational sites and facilities;
- Requirements necessary to secure funds from various governmental and other sources;
- City personnel rules, policies and procedures;
- The City's goals for the development and acquisition of recreational sites and facilities;
- The City's Contract Compliance Program;
- Memoranda of understanding as they apply to subordinate personnel;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices.;

**Ability to:**

- Manage and coordinate effectively a variety of sub-projects and organizational groups contributing to a major project objective; deal and communicate effectively with City employees and officials as well as representatives of other governmental, community and private agencies;
- Develop concepts and ideas into workable programs;
- Evaluate and analyze plans, specifications, and written reports and relate such data to ongoing and proposed projects, program goals, and objectives;
- Evaluate the effectiveness and efficiency of work groups and processes and, when necessary, initiate change; prepare clear, concise, and accurate reports;
- Exercise initiative and imagination in the development and implementation of plans and proposals for recreational site and facility development;
- Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

Four years of full time paid professional experience in a position at least at the level of Architect, developing capital project programs or performing related grants administration in an administrative, coordinative or planning capacity.

**License:** A valid California driver's license is required.

Positions in this class are subject to a one year probationary period under the provision of Section 1011 of the Los Angeles City Charter.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an

individual basis and depend in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonable accommodate the limitation.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**

RK/ds