

## **LANDSCAPE ARCHITECT**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision of a higher level technical employee or administrative authority, an incumbent prepares and reviews site plans, construction drawings, specifications, and estimates as related to existing and proposed park development and other public properties within the county as needed. Project management responsibilities will involve developing project designs, budgets and monitoring expenditures, as well as working to resolve on-site situations, such as changing orders and contractor concerns on behalf of local municipalities. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Participates in studies involving research, investigation, and analysis of sociological, economic and environmental factors related to municipal, regional or community planning; Assists in collection, tabulation and analysis of data on census statistics; Assists in studies relating to traffic, parking and other public facilities; Assists and advises towns and communities in adopting and administering subdivision and/or zoning regulations, local laws, municipal plans and other planning matters; May attend municipal board meetings; Prepares SEQR and NEPA reports and assists with appropriate environmental review coordination and filing; Prepares line drawings, charts, graphs, GIS generated mapping and other illustrative materials; Coordinates with the municipalities to develop Request for Proposals (RFPs), bid documents, grant applications, permit applications, required reports and assist in conducting field inspections, community visioning and design plans; Assists in the development of plans, reports, local laws and educational materials for use by local municipalities; Works to develop contract specifications for bid documents and construction plans; Provides Landscape Architectural Services to Delaware County communities and partners to enhance the living landscape; Assist in the design and management of streetscapes, parks, walks and trails as needed; Review and comment on landscape designs as prepared by other professionals to ensure comprehensive and cohesive implementation; Prepare plans for plantings, irrigation, paving, walls, fences, drainage, site furnishings and play areas as needed for individual projects; Assists with project and construction oversight that include landscape components; Liaison to the Delaware County Planning Board; Prepares and maintains a variety of complex written records and reports; Responsible for working as part of the Town Planning Advisory Service (TPAS), providing circuit riding services, assistance to department planners and working with county partners including but not limited to the Soil and Water Conservation District, the Catskill Watershed Corporation and the Delaware County Industrial Development Agency; May perform other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of purposes, principles, terminology and practices involved in municipal, regional or community planning; Good knowledge of the principles and practices of landscape architecture; Good knowledge of soil erosion control; Good knowledge of plant ecology, pathology, entomology and horticulture; Good knowledge of current methods for collecting, analyzing and interpreting statistical data; Skill in the use of computer-aided drafting/design software; Ability to understand and carry out complex oral and written instructions; Ability to prepare and manage the preparation of complex master plans for community development and landscape designs; Ability to prepare detailed and complex, technical written material including grant applications; Ability to plan and supervise work of others. Ability to communicate effectively both orally and in writing; Initiative and resourcefulness; Tact, courtesy, and integrity; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a four-year college or university with a bachelor's degree in planning, architecture, landscape architecture, sociology, urban geography, public administration or engineering and (3) three years of experience in municipal, community or regional planning, landscape architecture or related work; OR
- B. Satisfactory completion of a recognized master's degree program in landscape architecture, planning, sociology, economics, urban geography, government, public administration and statistics or other similarly related field and (2) two years of experience in landscape architecture, municipal, community or regional planning or related work.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** A valid New York State driver's license is required at time of appointment and maintained during employment.

**NOTE:** Must have a Landscape Architect license issued by New York State or be able to obtain license within one year of appointment.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 1/16/20

Revised: 3/14/25