

CITY URBAN DESIGNER

SUMMARY:

Under general direction, serves as the administrator for the Downtown Master Plan as part of the design team for special development projects, monitors construction design guidelines for compliance; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Supervises the activities of employees assigned to the design team. Trains employees; writes and conducts evaluations; recommends, prepares, and/or takes disciplinary action. Counsels employees on job performance.
2. Assumes administrative control for the budget.
3. Coordinates activities with other departments or outside contractors, as required.
4. Reviews construction blue prints, drawings, plans and specifications for compliance with building codes and City's overall urban design goals.
5. Coordinates with other City employees to have plans reviewed for compliance with fire, zoning and other building codes.
6. Consults with engineers, architects, and contractors to interpret and explain building codes and City's urban design plan.
7. Organizes and facilitates meetings with developers and community groups to introduce and discuss new development proposals and urban design projects.
8. Facilitates resolutions to conflicting views on projects.
9. Answers planning, design and zoning questions from citizens, developers, and other agencies.
10. Designs and prepares illustrative and graphic presentation materials for public hearings and meetings.
11. Designs and prepares illustrative and graphic presentations to provide visual recommendations and/or solutions to a complex set of assumptions related to urban design.
12. Retrieves, manipulates, and summarizes information for planning and design reports.
13. Researches urban design issues, design guidelines and applicable codes. Prepares reports on findings.
14. Consults with City leaders, developers, community groups and others as the technical expert on Urban Design.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of theory, principles, practices and methods used in Urban Design to include architecture, new urbanism, development processes, charrette process and cartography.
- Knowledge of supervisory principles and practices.
- Knowledge of the functions and capabilities of specialized software used in urban design to include graphics software, CADD, word processing, and publishing software.
- Skill in reviewing and analyzing development proposals to determine alignment with the City's urban designs plan and compliance with zoning codes.
- Skill in interpreting and explaining building and zoning codes and design guidelines.
- Skill in researching and analyzing issues related to urban design.
- Skill in facilitating resolution to complex urban design issues.
- Skill in organizing multiple tasks, interacting with the public, and meeting deadlines.
- Skill in conducting meetings with developers and community groups.
- Ability to communicate effectively, graphically, orally and in writing.
- Ability to effectively present information about the City's urban design plan to various groups using visual graphics.

CITY URBAN DESIGNER

- Ability to work in team environment.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle, or feel, walk, and occasionally lift objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university with a major in Architecture, Urban Design, Planning or related field and five (5) years related experience, including one (1) year supervisor experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.