Dear Midwest Urban Foresters and Job Seekers,

Please see the job announcement below and note the Monday deadline for applications.

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Park and Streetscape Development Coordinator - City of Sugar Land, TX
CLOSES JULY 16!
The City of Sugar Land is seeking a Park and Streetscape Development Coordinator to ensure the Parks and Recreation Department’s development objectives are achieved with attention given to detail, cost effectiveness and timeliness. The following is an overview of duties and responsibilities which will include the coordination of the Parks and Streetscape development projects, assisting in plan review, construction observation, cost estimating, scheduling, research, report and grant writing, plan and specification cataloging, customer service correspondence, bidding and contract administration, and volunteer coordination. The Coordinator will assist in graphics preparation using GIS, Autocad, and Photoshop; conduct comprehensive analyses of a wide range of park and streetscape services and programs, as well as operations and policies; and provide current information for the Department’s website and coordinate division budget preparation and application.

http://jobs.sugarlandtx.gov
View positions – Professional.

MINIMUM QUALIFICATIONS REQUIRED

Qualified candidates will have a Bachelor’s of Landscape Architecture, Horticulture, Forestry or other related field, and two (2) years of progressively responsible analytical or research experience. Preference will be given to those candidates who have municipal experience with a working knowledge of site planning, design and construction. Additional relevant work experience resulting in acceptable proficiency levels in the above knowledge and skills requirements may be substituted in lieu of specific education requirements. A Landscape Architecture License renewed annually by the Texas Board of Architectural Examiners is preferred, but not required. A valid driver’s license is required. Ideal candidates will have an outstanding knowledge of computer equipment and software such as Word, Excel, PowerPoint, Access, GroupWise or MS Outlook, GIS, Autocad, Photoshop, and the Internet.

Our objective is to select a person having the abilities and skills to: prepare documents without errors in grammar, spelling or punctuation; remain organized and prioritize work; use time effectively to accomplish tasks; communicate effectively both orally and in writing; interact professionally with the public and public/private officials; and work closely and harmoniously with others to accomplish tasks. This person will be able to: work independently; research, compile and analyze a variety of informational and statistical data; make independent judgments and manage multiple projects; establish and maintain effective working relationships within the organization; communicate effectively with all levels of staff, consultants, contractors, and the public; maintain confidential information; and follow oral and written directions.

The Park and Streetscape Development Coordinator is classified as a Grade 17, starting at $42,994, depending on qualifications. The first review of applications will begin July 16, 2012. This position will remain open until filled. Applications must be completed and can be obtained at City Hall, 8-5, M-F or online at www.sugarlandtx.gov. Candidates may mail their applications along with salary expectations to: CITY OF SUGAR LAND, Attn: HR Dept., P.O. Box 110, Sugar
Land, TX 77487-0110, or fax: (281) 275-2712.

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**Jill R. Johnson**
Midwest Urban Forestry Coordinator
U.S. Forest Service

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