

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Urban Designer

CLASS CODE: 4185

GENERAL DESCRIPTION OF DUTIES:

Incumbents provide research, planning and design, review and evaluation, and public information services related to City urban development projects.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the Planning and Development Series – Adjunct Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification include responsibility for, or participation in, urban design projects involving all aspects of developmental activities affecting a targeted neighborhood, district or commercial area.

Incumbents work under general supervision of the project director/manager. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Researches and compiles information utilized in project planning, task force meetings and presentations, such as ownership, building characteristics, land use for urban design projects, and photographing various City locations, projects and events.

Conducts research into urban design plans and projects of other cities as comparative examples with City of St. Louis.

Prepares drawings and develops standards and design guidelines for assigned urban design projects.

Creates graphics, maps, drawings, reports and slide presentations to be used in meetings with consultants, other agencies and community groups.

Prepares, organizes and gives presentations to the public, answering questions concerning current projects.

Reviews and evaluates a variety of documents for recommended action, such as billing invoices to confirm completion of work, urban design plans, maps and plan reports.

Prepares progress reports on status of urban design project(s).

Functions as resource and support liaison when coordinating plans with consultants responsible for design of major City development projects.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, design consultants, other planning agencies and the public.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment and/or machinery used in performing essential functions, such as: computer terminal, computer plotter, scanner, mail folding machine, copier, camera and document binding machine.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as historical records, design drawings, maps, presentation boards, power point slides, spreadsheets and executive plan summaries.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; perform mathematical operations involving advanced geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as leading, directing, planning coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of statistical data to determine significance to urban design plan and priority for inclusion in presentations and progress reports.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions.

Physical Requirements:

Requires the ability to lift, push and pull books and presentation materials.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of color perception and discrimination, in particular as it applies to the generation of maps, drawings, photographs and visual aids used in presentations.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.