

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Community Design Manager

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 514

FLSA Status: Exempt

Job Code: R806

JOB SUMMARY

The Community Design Manager for the City of Roswell is responsible for enhancing public spaces through user-centered design, community engagement, and strategic project management. This role involves collaborating on new and existing projects, ensuring alignment with the City's goals and standards, and overseeing project design and activities. The position integrates principles of accessibility, inclusion, and sustainability into all aspects of project planning and execution, while maintaining excellent client and community relations.

ESSENTIAL JOB FUNCTIONS

- **User-Centered Research and Engagement**
 - Conduct research to understand how diverse user groups interact with public spaces and gather feedback to inform design and project decisions.
 - Engage stakeholders, including community members, local organizations, and government agencies, to identify opportunities and challenges in the built environment.
 - Lead participatory design workshops and community engagement sessions to gather input on design proposals and ensure community needs are addressed.
- **Project Leadership and Management**
 - Oversee, lead, manage, and develop new and existing practices for community-based designs focused on the user experience within public places, to support the City of Roswell's strategic goals and community objectives.

- Ensure project alignment with the City’s mission, oversee project design and activities, manage budgets, and apply change, risk, and resource management techniques.
- Develop and manage project scopes, vision, infrastructure, and teams, ensuring timely and quality delivery of project outcomes.
- Hire, onboard, and manage subcontractors, including community engagement specialists and artists, across various geographies, including rural and urban areas.
- **Client and Community Relations**
 - Maintain excellent relations with clients, community members, and stakeholders, and develop potential new relationships.
 - Provide direct consultation and technical assistance to clients and community partners, ensuring consistent, high-quality outcomes.
 - Pursue leads, research RFP opportunities, develop responses, and lead submissions to RFPs.
- **Design and Development**
 - Develop a process to establish and sustain a distinctive identity that embodies Roswell’s cultural heritage, artistic community, and design aesthetic. This includes blending visual and cultural elements into a unified branding strategy to enhance the city’s image, highlight its cultural assets, and engage both residents and visitors.
 - Review concept plans, site layouts, and design guidelines that reflect the values and preferences of the community.
 - Integrate experience design principles and placemaking techniques to create vibrant, accessible, and inviting public spaces.
 - Consider aesthetic and functional aspects, incorporating elements such as landscaping, public art, seating, lighting, and wayfinding signage.
 - Implement uniform standards to ensure across design and planning
- **Accessibility and Inclusion**
 - Prioritize accessibility and inclusion by implementing universal design principles and providing amenities such as ramps and seating areas.
 - Ensure designs are inclusive and accommodating to people of all ages, abilities, and backgrounds.
- **Collaboration and Coordination**
 - Collaborate with architects, landscape architects, engineers, and other professionals to ensure the feasibility and implementation of design projects.
 - Oversee all artist-led community engagement teams and creative placemaking initiatives, including master plans and community projects.
 - Lead asset mapping facilitation teams and government-related arts and cultural planning, focusing on participatory, co-design practices.
- **Equitable Public Art Planning**
 - Develop and lead processes that produce equitable public art plans, including managing consulting teams, cultivating client relationships, and drafting comprehensive plans.

- **Thought Leadership and Advocacy**
 - Serve as a thought leader in arts-based community planning, design, and community development theory and practice.
 - Apply critical thinking and thought leadership across planning projects to promote the City of Roswell’s work and goals.
 - Present and write about planning and engagement work, including proposing and participating in panels, conferences, and similar events.
- **Learning and Capacity Building**
 - Collaborate in designing learning and capacity-building opportunities, including convening, training institutes, and public programming for the field.
 - Integrate consulting learnings into the City’s other program areas to enhance organizational knowledge and consistency with practices.

MINIMUM QUALIFICATIONS

Education and Experience:

A Bachelor’s degree is required, with a preference for a Master’s degree in a related field such as Urban Design and Planning, Architecture, Landscape Architecture, Environmental Design, Interactive Design, or Cultural Planning. Additionally, candidates should have over 10 years of experience, demonstrating practical knowledge, skills, and competencies acquired through hands-on work, projects, and responsibilities relevant to the job or role in question.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver’s license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- **Research and Analysis:** Proficient in conducting research and analyzing user feedback to inform design and project decisions.
- **Project Management:** Skilled in managing and developing project scopes, budgets, timelines, and teams to deliver high-quality results.
- **Community Engagement:** Expertise in engaging diverse community members and leading participatory design processes.
- **Design Skills:** Strong capability in developing concept plans, site layouts, and integrating aesthetic and functional elements.
- **Client and Community Relations:** Excellent in maintaining and developing relationships with clients, community members, and stakeholders.
- **Collaboration:** Effective in collaborating with various stakeholders and managing subcontractors.
- **Thought Leadership:** Active in promoting arts-based community planning and contributing to discussions at the city and national levels.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Work schedule will include weekends and ability to assist with set up and break down of large-scale events.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment. *The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*