

Urban Design Associate

The San José Redevelopment Agency is currently seeking an Urban Design Associate in the Design Group for the Project Management Division. This position is primarily responsible for performing highly technical duties related to collecting data, drafting, preparing graphics and developing models.

This position is **non-civil service** and **exempt**. The Agency provides a competitive salary and an excellent benefit package.

The San José Redevelopment Agency (SJRA) is a public organization created in 1956 by the City to improve the quality of life for all who live, work, and play in San José by creating jobs, developing affordable housing, strengthening neighborhoods, and building public facilities.

Governed by the San José City Council, which serves as the Redevelopment Agency Board, the SJRA partners with business and the community to revitalize the economy in San José. The SJRA is the largest tax increment -producing redevelopment agency in California and is active in 21 Project Areas throughout San José. SJRA Project Areas represent approximately 25% of the City's area and provide approximately one-third of San José jobs. Through a balanced series of investments and initiatives, the SJRA facilitates and oversees comprehensive programs for development to revitalize the City's Downtown, neighborhoods, and industrial areas.

Annual Salary: \$66,930.37 to \$81,354.28 (Salary commensurate with experience)

Key Responsibilities

- Assists in the development of solutions with computer aided graphics regarding various issues such as, parking, retail, and housing,
- Assists with various strategic planning and development projects.
- Produces graphics, through software or freehand, to demonstrate recommendations for districts, sites, buildings, parks, streetscape, and landscape improvements.
- Meets with staff to review projects and provide urban design recommendations.
- Coordinates with transportation authority regarding downtown issues, such as bus shelters.
- Maintains inventory of studio materials.
- Researches new materials and software to determine if new products can improve the Agency's presentation skills.
- Performs other duties of a similar nature or level;

Desirable Qualifications

The ideal candidate will possess excellent data collection, drafting, graphics and modeling skills and experience in architecture, urban design, and physical planning. Experience in landscape architecture, streetscapes, parks, plaza and site planning are highly desirable. Desirable experience, knowledge, and skills for this position include:

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Knowledge of:

- Applicable computer programs and equipment;
- Basic architectural principles;
- Basic urban development principles;
- Basic design principles;
- Research principles;
- Applicable local, state, and federal laws and regulations;
- Inventory maintenance principles.
- Neighborhood planning, urban development, community organizing, and community participation;

Skill in:

- Using computers and related software application programs;
- Preparing a variety of reports;
- Inventorying items;
- Conducting research and evaluating products;
- Computer drafting;
- Designing graphics;
- Model making;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Minimum Qualifications

Any combination of education and experience equivalent to the following:

1. Education: Bachelor's degree in Architecture, Landscape Architecture, Urban Design or a related field;
2. Experience: One (1) year of related graphic and computer experience.

Application and Selection Process

To be considered for this career opportunity, submit a:

- cover letter with current salary;
- resume which lists relevant experience and dates of employment;
- three work-related references;
- answers to the four (4) job specific questions;

by Monday, March 31, 2008 to:

Redevelopment Agency of the City of San Jose
Human Resources
200 East Santa Clara Street, 14th Floor Tower
San José, CA 95113-1905
(408) 795-1841

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- OR -

Email: rajobs@sanjoseca.gov

Website: www.sjredevelopment.org

Be sure to include your contact information (address, phone number and/or email address) and the name of the position for which you are applying.

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Job Specific Questions

For essay type questions, limit your answers to one type written single spaced page response per question. Answers that say “see resume” are not complete answers and the job specific questions will be deemed incomplete.

1. Do you possess a degree in any of the following fields? Yes No
If yes, check mark the area of study and the type of degree:

<input type="checkbox"/> Architecture	<input type="checkbox"/> Associate	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master
<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/> Associate	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master
<input type="checkbox"/> Urban Design	<input type="checkbox"/> Associate	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Associate	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master

2. Describe your skill level with computer software, including AutoCAD, Adobe Photoshop, Adobe Illustrator, SketchUp, ArcGIS, Microsoft Word and Microsoft Excel.
3. Describe your architecture, urban design, and/or physical planning experience. If you do not have such experience, type “none”.
4. Describe your experience in landscape architecture, streetscapes, parks, plaza and/or site planning. If you do not have such experience, type “none”.

Following the filing date, resumes **and** answers to job specific questions will be screened in relation to the criteria outlined in this announcement. **In order to be considered for this vacancy, you must include answers to the job specific questions or your application material will be deemed incomplete and withheld from further consideration.** An interview process designed and administered by the Agency will be scheduled for selected candidates.

Federal law requires all employees to provide verification of eligibility to work in this country. The San Jose Redevelopment Agency will not prepare or file a labor condition application with the Department of Labor. In the event that you are offered a position with the San Jose Redevelopment Agency, both you and the Agency must comply with the Immigration Reform Act of 1986. To do this, you will be asked to provide documentation that establishes your identity and employment eligibility to work in the United States. If you cannot provide this documentation, you will not be eligible to work for the San Jose Redevelopment Agency.

The San Jose Redevelopment Agency is an Equal Opportunity Employer