

HORTICULTURAL MANAGER

Job Code	Pay Grade
12390	SM5b

Nature of Work

This is managerial and supervisory work directing the proper and appropriate operation of all horticultural aspects of the Florida Botanical Gardens. An employee in this position will develop policy recommendations regarding the Florida Botanical Gardens operations and staff, and administer the policies for development, maintenance and use of the resources of the gardens. Full performance level is required in carrying out and guiding complex projects and studies. A high degree of independent judgment and initiative are exercised in this position. Work is reviewed for administrative compliance by the Cooperative Extension Director.

Minimum Qualification Requirements

- Master's degree in horticulture, physical, natural or biological sciences or related field and 5 years work experience in a occupational field related to Horticulture, Botanical Gardens, Arboreta or related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference to be given to candidates with a Doctoral degree in the field of Horticulture.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Hires, supervises, and evaluates, all horticultural employees; provides leadership to the garden staff, volunteers and advisory board members.
- Develops policy recommendation; administers the policies for development, maintenance and use of the resources of the Florida Botanical Gardens.
- Oversees budget and private funding for the gardens; prepares and presents annual reports and operating budget and long range plans.
- Plans, organizes and staffs the gardens. Provides day-to-day active management of the operations, programs and communications.
- Oversees the operations and physical plant, including safety and security.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of commercial horticulture principles, practices, methods and techniques.
- Knowledge of budget planning and management methods.
- Knowledge of computer practices, procedures and equipment.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of public administration principles and practices.
- Skill in mass media techniques and video presentations such as newspaper writing, TV educational presentations and radio interviews.
- Ability to apply computer applications and software.
- Ability to plan and supervise the activities of professional and clerical personnel.
- Ability to establish and maintain an effective working relationship with subordinates, superiors, other county departments, community officials, the public, state and federal officials.

HORTICULTURAL MANAGER (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to assist in the preparation of new rules and regulations.
- Ability to plan, assign, review, and supervise the work of subordinates.
- Ability to express oneself clearly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code	Type
11/09	1	C	E