

HORTICULTURE SPECIALIST

Job Code	Pay Grade
14914	CL14

Nature of Work

This is highly skilled specialized work providing horticultural expertise in the Florida Botanical Gardens within the Parks & Conservation Resources Department. Employees in this class are responsible for the day to day operations of the Florida Botanical Gardens, coordinating, planning, implementing, and evaluating programs and processes. Duties include the development, maintenance, and use of the resources of the Florida Botanical Gardens which shall include the role of volunteer coordinator. Evening and occasional weekend work may be required. Employees in this class may supervise or provide lead work for employees and/or volunteers. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations.

Minimum Qualification Requirements

- 4 years experience in biology, horticulture, botany, natural resources, , or related field; or
- Bachelor's degree in biology, horticulture, botany, natural resources, 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position and area of assignment.
- Florida Public or Commercial Restricted Use Pesticide Applicators license with certification in one or more of the following categories:
 - Aquatic Weed Control
 - Right-of-Way Pest Control
 - Ornamental and Turf Pest Control
 - Natural Areas Weed Management

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

- Coordinates and implements the Florida Botanical Gardens programs and activities.
- Provides leadership and supervision to the Florida Botanical Gardens staff and volunteers.
- Assists in developing for development, maintenance, and use of the resources of the Florida Botanical Gardens.
- Plans and organizes the day-to-day active management of the operations, programs, and communications of the Florida Botanical Gardens.
- Coordinates various plans and activities as assigned by the department with the Florida Botanical Gardens Foundation.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to Florida Botanical Gardens.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of modern office equipment, practices and procedures.
- Skill in utilization of GIS programs.
- Skill in public speaking and/or dealing with the public.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form.
- Ability to apply computer applications and software.

HORTICULTURE SPECIALIST (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to work evenings, as necessary.
- Ability to relate courteously and effectively with the general public and others.
- Ability to make independent sound judgments.

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Created	EEOC Code	Overtime Code
7/16	Technicians	Classified