

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Horticulturist II  
SERIES: Natural Science

GRADE: H CODE: 4451  
DATE: 9/25/01  
FLSA: Exempt

Horticulturist IIs will be designated as Code 4451; while Horticulturist IIs with supervisory responsibilities will be designated as Code 4461.

### Class Definition

Under direction, applies fully proficient knowledge of horticulture to develop and manage-horticulture programs or to develop and present a full range of horticultural education and interpretive programs and projects to diverse audiences at Commission facilities. Incumbents are responsible for large horticultural programs, facilities, or operations involving considerable responsibility, complexity, and variety. Manages the work program. Supervises the work of staff engaged in: plant propagation and production; installation of planted areas, gardens, and displays; and related horticultural activities; or utilizes the full range of methods and techniques of the field of horticultural education to develop highly specialized programs, classes, workshops, exhibits, and displays and provide related visitor services. Employees receive general assignments of an ongoing nature and plan and carry out the work in accordance with standard professional practices, handling most unusual matters and problems encountered in the work. Work is reviewed for technical adequacy and fulfillment of requirements. Performs other duties as assigned.

### Examples of Important Duties:

1. Plans and manages horticulture operations or programs. Develops work programs, assists in the preparation and administration of budgets, procures equipment, supplies, and materials to support work objectives, and coordinates work with other Commission units and with outside agencies, interest groups, and individuals.
2. May supervise staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recommends the selection of staff. Trains lesser experienced staff. Responsible for writing performance reviews, initiating recognition and disciplinary actions, and approving time cards and leave requests. Issues tools, equipment, supplies and materials. Keeps records and prepares necessary reports. Oversees recruitment, retention, recognition, and evaluation of volunteers.
3. Surveys parks, gardens, and other Commission facilities to determine major horticultural work to be done. Recommends maintenance and capital improvement projects to be accomplished. Assists landscape architects in the design of gardens and landscaped areas. Estimates materials, equipment, supplies, and other resources needed. Monitors, inspects, and approves work of contractors performing work.

Examples of Important Duties: (cont.)

4. Provides fully-proficient and considerable technical assistance and horticultural consulting to park planning and development projects. Reviews and comments on park development projects. Leads or participates on project teams during planning, development, and construction phases. Advises park managers, project coordinators, and construction managers on horticulture related issues.
5. Performs technical horticultural tasks to optimize plant growth including soil testing, soil amendments, and implementation of best cultural and management practices. Identifies pest problems and takes appropriate actions. Provides technical horticultural guidance and advice to landscape crews and others on development and maintenance of horticultural features. Develops and disseminates written standards for maintenance of horticultural areas. Maintains propagation, pesticide application, label, registration, and financial records and prepares reports as needed. Inventories and maps gardens and grounds.
6. Supervises, plans, organizes, and directs educational and interpretive programs, classes, conferences, symposia, workshops, and other fee and non-fee interpretive and educational activities that appeal to diverse audiences. Oversees facility use for shows, meetings, and events. Coordinates tour guide services at horticultural facilities. Responsible for the operation of a public horticultural library and media center. Researches subjects, develops programs/class lesson plans and proceeds to develop materials, exhibits, and other aids to complete presentations. Establishes and maintains liaison with community organizations, plant societies, and special interest groups interested in horticultural subjects or use of Commission horticultural facilities. Conducts public outreach, public relations, and related marketing and communications activities to inform the public of horticultural programs and services available at the Commission.
7. Establishes and maintains relationships with community organizations interested in horticultural subjects and/or use of Commission horticultural facilities; maintains liaison with special interest groups, plant societies, and green industry and confers with their membership regarding interests, plans, and events. Meets with citizens, schools, agencies and community groups to discuss Commission horticultural policies, procedures, and address issues. Responds to visitor, telephone, and staff inquiries concerning horticultural matters.
8. Plans, designs, develops and supervises the maintenance of botanical collections and related landscaping, and appurtenances for a county-wide horticultural program. Applies advanced technical horticultural knowledge to the selection, planting, growing, and displaying of plants to create exhibits and landscapes. Researches and locates plants

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### Essential Job Functions (cont.)

suitable for display and program use. Designs gardens. Reviews planting plans, selects plants, and designs layout of seasonal outdoor gardens and indoor plant displays.

Creates, supervises, and maintains highly specialized display programs. Orders plants and horticultural supplies, tools, and materials. Oversees staff and contractors to develop areas.

9. Conducts research to identify plants suitable for propagation and use. Meets with vendors to identify plants and materials required to support work program. Assists in preparing requests for proposals and bid specifications. Assists in evaluating bids.

### Important Worker Characteristics

Considerable knowledge of: (1) horticulture; (2) landscaping; (3) nursery/greenhouse operation; (4) enterprise operations/cash management; (5) plant taxonomy; (6) pesticides/integrated pest management; (7) supervision; (8) public relations; (9) Commission organization, policies, and procedures\*; (10) AA/EEO; (11) safety; and (12) volunteer management.

Skill in operation of: (1) vehicle; (2) office equipment; (3) personal computer including word processing, spreadsheet, and appropriate software; (4) equipment, tools used in horticulture; and (5) educational teaching aids/ audio visual equipment.

Ability to: (1) solve complex problems; (2) analyze and evaluate data; (3) calculate fractions, decimals, and percentages; (4) interpret technical reports and correspondence; (5) read and write technical reports and correspondence; (6) communicate effectively; (7) make presentations to large groups; (8) organize work efficiently and effectively; (9) provide courteous service; and (10) may be required to lift up to 50 pounds unaided.

\*Developed primarily after employment in this job class

### Minimum Qualifications

1. Bachelor ' s Degree in horticulture, or related field; and
2. Three years of progressively responsible professional experience in horticulture or closely related field; or
3. An equivalent combination of education and experience.
4. Valid driver ' s license.



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Minimum Qualifications: (cont.)

5. A Maryland State Pesticide Applicator ' s License may be required within 6 months of employment.

Working Conditions

Works in office or field. Considerable pressure to meet deadlines. May work evenings and weekends. May be exposed to weather and horticultural chemicals.