

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Horticulturist III
SERIES: Natural Science

GRADE: I CODE: 4452
DATE: 9/25/01
FLSA: Exempt

Horticulturist IIIs will be designated as Code 4452; while Horticulturist IIIs with supervisory responsibilities will be designated as Code 4462.

Class Definition

Under direction, applies advanced and thorough knowledge of horticulture to develop and manage county-wide diverse and comprehensive horticultural programs. Responsibilities include programs, budget, and human resources administration. Supervises professionals and specialists engaged in propagation, production, collections, visitor services, and displays for county-wide horticultural programs. Provides expert technical assistance to managers, staff, and public and performs the full range of activities within areas of responsibility. Work is reviewed by management within the organization primarily for achievement of program objectives. Performs other duties as assigned.

Examples of Important Duties:

1. Manages horticultural projects and programs applying advanced knowledge of horticulture. Identifies needs and defines program goals and objectives. Sets standards and monitors projects and programs, ensuring performance, quality, and maintenance.
2. Within public and/or botanical garden's collections unit, plans, designs, develops and supervises the maintenance of valuable plant collections. Researches and locates plants suitable for display and program use. Manages plant collections. Approves plants and designs of outdoor and indoor gardens and displays. Coordinates height, color, texture, peak performance, landscaping, and other variables to create artistic designs for permanent and seasonal plantings. Conducts studies to select best plants, control pests, develop standards for plant care and maintenance and meet horticultural and program objectives. Researches plant names, writes label text, and supervises the labeling program. Ensures best management practices are employed throughout the collections.
3. Designs, creates, supervises, and maintains highly specialized display programs at a county-wide facility or at county-wide events. These include seasonal and specialized exhibits, programs and displays which are creatively designed using new concepts. Reviews planting plans, selects plants, and designs layout of seasonal outdoor gardens and indoor plant displays. Develops sources for new plants. Orders plants and horticultural supplies, tools, and materials. Oversees staff and contractors to develop areas.

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Examples of Important Duties: (cont.)

4. Manages county-wide greenhouse and/or nursery operations using advanced horticultural knowledge including plant propagation programs, special plant collections, diverse production, and facility maintenance. These plants are utilized in displays that accentuate the utilization of unusual, hard to grow, or quality plants. Maintains records including plant inventory, care, pesticide use, and distribution as required.
5. Plans, designs, develops and supervises a comprehensive visitor services program at a public and/or botanical garden. Coordinates and markets activities and programs to optimize the public use of the gardens. Provides a full range of cultural and educational programs, events, horticultural and general information services, library and other media services, outreach horticulture programs, interpretation, and signage. Manage retail sales, rentals, and other revenue generating activities.
6. Supervises staff. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates recognition and disciplinary actions. Approves time cards and leave requests. Advises staff on ways to resolve difficult problems. Oversees recruitment, retention, recognition, and evaluation of volunteers.
7. Manages unit ' s budget and prepares annual budget requests for areas of responsibility. Controls expenditures in accordance with approved budget. Approves purchases of supplies and materials. Reviews product catalogs and meets with vendors to obtain price quotes and prepare purchase requests. Prepares requests for proposals, bid specifications, and oversees and approves the work of contractors.
8. Participates in interagency committees for the purpose of coordinating and developing programs, resolving problems of mutual interest, or exchanging information. Investigates and resolves complaints involving highly sensitive issues and problems.
9. Conducts difficult research, analyzes and maintains data and develops programs. Conducts surveys to identify needs or trends.
10. Provides expert 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.

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Examples of Important Duties (cont.)

11. Maintains records, files, and inventory pertinent to areas of responsibility. Prepares routine and technical reports and correspondence. Maintains computerized plant inventory. Maintains real property, fleet vehicles, equipment, tools, supplies and materials pertinent to areas of responsibility.
12. Maintains knowledge of and evaluates new horticultural methods, equipment and technology through review of technical literature, attendance at professional seminars and conferences and informal exchanges of professional information.

Important Worker Characteristics

Extensive knowledge of: (1) horticulture; (2) plant taxonomy; (3) botany; (4) landscaping; (5) pesticides/integrated pest management; (6) nutrient management; (7) supervision; (8) Commission organization, policies, procedures*; (9) MOSH/OSHA regulations; (10) park/business administration; (11) public relations; (12) regulatory compliance; (13) AA/EEO; and (14) volunteer management.

Skill in operation of: (1) state-of-the-art horticultural methods and techniques; (2) vehicle; (3) office equipment; (4) personal computer including word processing, spreadsheet, and appropriate software.

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) organize work efficiently and effectively; and (8) provide courteous service.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree in horticulture, or related field; and
2. Four years of progressively responsible professional experience in public gardens, horticulture or closely related field including two years in a supervisory role; or

3. An equivalent combination of education and experience.

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Minimum Qualifications: (cont.)

4. Valid driver ' s license.
5. A Maryland State Pesticide Applicator ' s License may be required within 6 months of appointment dependent on assigned duties of the incumbent.

Working Conditions

Works in office and field. Considerable pressure to meet deadlines. May work evenings and weekends.

Note:

This specification is not intended to cover individuals responsible for landscaping and beautification. This is covered in the Landscape Supervisor Series.