

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Horticultural Manager
SERIES: Natural Science

GRADE: J CODE: 4463
DATE: 09/25/01
FLSA: Exempt

Class Definition

Under general direction, performs difficult managerial work involving considerable responsibility, complexity, and variety. This position manages one major divisional program (e.g., botanical garden, county-wide horticultural program). Horticultural Managers provide direction to staff in planning, developing, implementing, and evaluating diverse and comprehensive horticultural programs. Employees in these positions independently, or in consultation with their supervisors, decide specific work projects to perform and proceed to plan, coordinate, and commit the resources needed to accomplish work objectives. Work is reviewed for compatibility with policies and overall effectiveness in meeting program goals. Coordinates varied and unique activities and programs within area of responsibility. Performs other duties as assigned.

Essential Job Functions

1. Manages all aspects of a major Commission horticultural program. Develops, implements and monitors program goals and objectives. Sets standards for measuring performance. Plans and organizes county-wide programs and projects and coordinates activities with other Commission divisions, other agencies and individuals. Responsible for preparation and monitoring of Capital Improvement Program or strategic plan, as appropriate.
2. Supervises staff. Plans, schedules, assigns, and reviews the work of staff within unit. Monitor, evaluates, and takes action to enhance staff and unit performance. Develops and communicates work and performance expectations. Monitors completion of assignments for timeliness, accuracy and effectiveness in meeting work objectives. Conducts performance planning and review activities. Identifies training and development needs and resources. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Initiates, recommends, approves, and implements personnel actions including: recruitment, selection, promotion, transfer, discipline, and termination of employees within unit. Approves time cards and leave requests.
3. Manages and coordinates operating budget. Prepares annual budget request for unit. Controls expenditures in accordance with approved operating and capital budgets. Designs requests for proposals and bid specifications. Approves bids and price quotes. Approves and issues purchase orders, check requests, and payments. Manages contracts.

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Essential Job Functions (cont.)

4. Manages a botanical garden (e.g. Brookside) facility. Establishes operating procedures and standards for horticultural facilities and programs including hours of operation, security procedures, safety, accessibility, cash control, fees and charges, standards, quality, and maintenance. Inspects and reviews operations to assess performance. Plans and coordinates construction of new facilities and renovations of existing facilities. Directs the management of enterprise and donor programs.
5. Researches and reviews technical literature, meets with vendors, exchanges information with other government agencies. Attends conferences and workshops to identify new technology, programs, and methods.
6. Coordinates with local, state, federal agencies and special interest groups. Meets with citizens, community groups, business groups, plant societies, green industry and recreation councils on various issues.
7. Establishes and evaluates horticultural standards for gardens, landscaped areas, and related horticultural facilities in Commission parks and grounds. Leads work groups and task forces to develop proposals and recommendations for horticultural related issues.
8. Directs outreach, public relations, and related marketing and communications activities.

Important Worker Characteristics

Considerable knowledge of: (1) public garden management; (2) horticultural management; (3) park/business administration; (4) public relations; (5) supervision; (6) Commission organization, policies, procedures*; (7) horticulture/landscaping; (8) arboriculture/forestry; (9) natural science/resource management; (10) interpretation/horticultural education; (11) MOSHA/OSHA regulations; (12) regulatory compliance; (13) AA/EEO; (14) pesticides/integrated pest management; (15) park planning/design; (16) park and recreation management; (17) enterprise operations; and (18) donor programs.

Skill in operation of: (1) vehicle; (2) office equipment; and (3) 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 and produce technical reports and correspondence; (5) communicate effectively; (6) organize work efficiently and effectively; and (7) provide courteous service.

*Developed primarily after employment in this job class.

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Minimum Qualifications

1. Bachelor's degree in Horticulture, business administration, or related field; and,
2. Six years of progressively responsible professional experience in public gardens, horticulture, or closely related field, that includes three years of management experience; or
3. An equivalent combination of education and experience.
4. Valid driver's license.

Working Conditions

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