

EAST BAY REGIONAL PARK DISTRICT
BOTANIC GARDEN SUPERVISOR

GENERAL FUNCTION

Under general direction, to supervise staff in the development, operation, and maintenance of the District's native plant Botanic Garden; to establish policy, goals, and landscape design and planting layout for the Garden.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to the following: Establishes garden policies, plans, goals, and commitments; establishes landscape design and planting layout; provides guidance to the "Friends of the Garden" organization; performs as curator, botanist, lecturer, and editor for professional botanical journals; plans and conducts field trips to collect species for the garden; supervises subordinates and assists the Park Supervisor/Horticulture Specialist in operational and disciplinary matters; and assists with horticultural work in the garden and greenhouse.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: develops and administers budget; manages endowment fund; coordinates plant sale volunteers; provides training and enrichment for docents; conducts tours as appropriate; oversees special events; participates in preservation of rare species for the Center for Plant Conservation's "National Collection"; principal liaison with federal and state agencies (e.g., California Native Plant Society, U.S. Forest Service, U.S. Fish and Wildlife Service, Department of Fish and Game, and American Land Conservancy, etc.); promotes fundraising; and maintains accession records for botanical-horticultural collection. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from an accredited college or university with major work in Botany, Ecology, Forestry, Horticulture, Conservation Education or related field, and
- Experience: Four years of experience in the propagation and maintenance of native plants, e.g., in a nursery, etc., two of which must have been in a responsible first line supervisor position. Additional experience may substitute for a maximum of two years for the required education on a one year for one year basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of California flora and California native horticulture. Knowledge of plant pests and diseases. Thorough knowledge of California landscape and basics of landscape design. Ability to supervise, train, develop and motivate subordinate staff. Skill in public speaking. Excellent writing skills. Ability to walk on steep, uneven terrain, bend, stoop, kneel, dig, pull, lift up to 50 pounds; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A current and valid California driver's license is a condition of initial and continued employment in this classification. The Botanic Garden Supervisor may be required to work unusual hours, weekends and holidays. The Botanic Garden Supervisor is required to wear a District uniform and must be able to use a respirator in accordance with CAL-OSHA regulations.

Reports To: Park Unit Manager

Supervises: Park Supervisor/Horticulture Specialist, outside crews and volunteers; contractors; co-supervises clerical staff and Interpretive Student Aide.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/22/03: \$6,090.93 - \$6723.60/mo.
Adopted by Board: February 26, 1975, Resolution No. 1978-5-114;
New Salary Range Approved by Board: 3/19/02
Revision Approved by General Manager: January 5, 2004