

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Manager VI – Facility and Horticulturalist</b>	Department:	Parks and Recreation
Requisition Number:	2018142		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$64,424.40 - \$ 78,740.94 Annually
Date Posted Up:	5-22-18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Deputy Director – Community Outreach, Conservatory and Theatre Operations the primary purpose of the job is to oversee the management of the Botanical Conservatory; oversee public aspects of the facility and lead staff and volunteers in developing and implementing plans for overall facility programming, visitor service, volunteerism, marketing, and revenue generation; and to help garner support from local government, business, philanthropic and non-profit boards, and the community; to serve as the lead horticultural staff directly supervising the gardening staff and leading design and high level implementation of the gardens and other exhibits within the facility. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent conducts him/herself in a professional manner with customers and co-workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City employees, and outside agencies with patience, tact, respect, and professionalism. Other duties may be assigned.

**PLANNING/JUDGEMENT**

- Plans, oversees, and leads the public aspects and impact of facility. Responsible for visitor enjoyment, education, comfort, information and interpretation;
- Develops relationships with business community resulting in increased customer base;
- Interacts with elected officials, funders, supporters, volunteers, staff, vendors, and the general public to help ensure that the Conservatory meets it’s recreational, educational and financial objectives;
- Serves as a member of the Division’s Senior Management Committee and Capital Planning Group;
- Presents recommendations for the facility budget, assures compliance to budget, and individual projects/programs budgets, and strives to achieve cost savings;
- Responsible for annual goal setting for the facility;
- Responsible for creating aesthetic excellence through design, installation, and maintenance of the gardens including permanent plant collections, temporary garden exhibits, outdoor landscapes and streetscapes. Responsible for purchasing of plants and/or horticultural supplies for all Conservatory gardens, interior and exterior;
- Leads the showcase design team utilizing and balancing the input from all committee members; takes the lead role in creating show designs, may enlist the services of guest designers when it is of benefit to the Conservatory, takes primary responsibility for acquisition of showcase materials. Resulting exhibits must engage the public and be marketable;
- Develops, compiles and analyzes reports to evaluate performance for the future; submits reports in a timely fashion;

## **SUPERVISION/LEADERSHIP**

- Responsible for all aspects of Conservatory operations;
- Directly supervises three supervisors at the Botanical Conservatory and all facility gardening staff as well as contractors, other park labor staff, and volunteers as needed;
- Oversees and provides leadership for professional and volunteer staff in the areas of horticulture, education, programming, garden and exhibit design visitor services, volunteers, facility rental, marketing, development, fund raising, maintenance, safety and interpretation;
- Inspires high performance in all paid and volunteer staff by example by providing training, coaching, constructive feedback, and when necessary, disciplinary action;
- Serves as site supervisor for the facility on a rotating basis with three facility supervisors: provides direct customer service, cash handling, POS operations for front desk and gift shop, works with potential rental clients and supervises on-site staff and volunteer in the absence of their supervisor(s);
- Delegates appropriate duties and holds staff accountable for duties and responsibilities;

## **MANAGEMENT/OPERATIONS**

- Directs and manages the Conservatory day-to-day operations, programs and communications;
- Responsible for direct interaction with media;
- Develops dynamic marketing and promotion plan that can navigate the public process and be competitive with private business;
- Formulates and implements short and long range fund development strategies, such as endowments, grants, financial support and membership programs to support operating costs and future capital improvements. Oversees fund raising activities and participates in major fund raising events;
- Develops and implements policies, operating budget, annual report, facility fees, procedures, master plan and grant-funded projects;
- Negotiates contracts, assures compliance to all relevant financial and purchasing policies and procedures;
- Manages combined operations that requires 50% of operations to be self-funded or customer driven revenue;
- Develops, compiles and analyzes financial and program reports to evaluate performance and plan for future.

## **MARGINAL FUNCTIONS**

- Maintains attendance records and approves time cards;
- Conducts tours and educational programs;
- Establishes and maintains effective working relationship with/between subordinates;
- Works on S.C.F.V.A. program.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises five regular full-time employees as well as seasonal employees in the Botanical Conservatory. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Any combination of education or experience equivalent to a B.S. degree in Horticulture, Floriculture, or related field and at least one year in supervisory/management position of production operation, horticulture, or landscaping;
- Working knowledge of the production and care of potted plants, bedding plants, foliage plants and others used for display in Conservatory and gardens;
- Ability to organize, plan, and coordinate the work of interrelated units of the greenhouse/conservatory volunteers;
- Must be able to conduct tours, make presentations and train others;
- Must be willing and able to work within a flexible schedule including evening and weekend assignments;
- Demonstrated ability in record keeping, schedule development, and personnel management;
- Some prior experience in working with volunteers;
- Demonstrated ability to design floral displays and educational programs.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Incumbent makes major contributions involving application of agency policy and practices such as developing and coordinating programs for the Botanical Conservatory, including promoting the Conservatory and its programs locally and regionally and coordinating volunteer staff. Work is reviewed for soundness of judgment and any deviations from guidelines are discussed at the discretion of the employee.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Incumbent works with generally applicable guidelines of facility management, however judgment is needed in extensively adapting these programs to fit unusual or complex situations. The work is broad in scope and of substantial intricacy requiring individual treatment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- Valid Indiana Pest App. Permit in Category 3A.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.