



Horticulture Specialist

Category: Classified
Pay Grade: C21
Job Code: 14914

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly skilled specialized work providing horticultural expertise in the Florida Botanical Gardens within the Parks & Conservation Resources Department; oversees the day-to-day operations of the Florida Botanical Gardens, coordinating, planning, implementing, and evaluating programs and processes; handles the development, maintenance, and use of the resources of the Florida Botanical Gardens which shall include the role of volunteer coordinator; may supervise or provide lead work for employees and/or volunteers.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Coordinates and implements the Florida Botanical Gardens programs and activities;
- Provides leadership and supervision to the Florida Botanical Gardens staff and volunteers;
- Assists in developing for development, maintenance, and use of the resources of the Florida Botanical Gardens;
- Plans and organizes the day-to-day active management of the operations, programs, and communications of the Florida Botanical Gardens;
- Coordinates various plans and activities as assigned by the department with the Florida Botanical Gardens Foundation; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in biology, horticulture, botany, natural resources, or related field; or a Bachelor's degree in biology, horticulture, botany, natural resources, or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Florida Public or Commercial Restricted Use Pesticide Applicators license with certification in one or more of the following categories: Aquatic Weed Control, Right-of-Way Pest Control, Ornamental and Turf Pest Control, or Natural Areas Weed Management.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of pertinent laws, rules, regulations, policies, and procedures relating to Florida Botanical Gardens;
- Knowledge of business English, spelling, and arithmetic;
- Knowledge of modern office equipment, practices, and procedures.
- Skill in utilization of GIS programs;

- Skill in public speaking and/or dealing with the public;
- Ability to provide information correctly and concisely, orally and in writing;
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form;
- Ability to apply computer applications and software.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.