

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Arboretum/Botanical Gardens	BAND/LEVEL:	Mgmt II
DEPARTMENT:	Parks Services	JOB NO:	2715
DIVISION:	Arboretum/Botanical Gardens	DATE:	3/25/12
REPORTS TO:	Director, Parks Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 515

REPLACES: Supervisor, Arboretum/Botanical Gardens

DATE: 6/13/2010

JOB SUMMARY STATEMENT:

Administers, plans, develops and supervises various horticulture, educational and research activities involved in the development and operation of the Overland Park Arboretum/Botanical Gardens.

DUTIES AND RESPONSIBILITIES:

1. Supervises, coordinates and evaluates the activities of full-time, part-time, temporary employees and volunteers in accordance with City standards and policies.
2. Conducts on-site reviews and inspects work in progress to evaluate methods and employee/contractors for quality, effectiveness and safety offering alternatives when applicable.
3. Researches, studies and develops innovative ideas and concepts to promote public interest and support. Attends and participates in various organizations to exchange information with other agencies and to obtain the resources that are fundamental in learning what is available and effective.
4. Coordinates and provides staff support to the Arts and Recreation Foundation of Overland Park and Friends of the Arboretum (FOTA). Researches and develops ideas to be presented for consideration to the members.
5. Coordinates promotional and educational seminars, and presentations to homes associations, service clubs, special interest groups and other governmental agencies.
6. Oversees the design and installation of seasonal and permanent displays for the Arboretum/Botanical Gardens that will interest and attract visitors.
7. Develops and coordinates the volunteer program in conjunction with Friends of the Arboretum.
8. Assists in administering, preparing and monitoring the Annual Operating Budget for the Arboretum/Botanical Gardens.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associate's degree or certificate in ornamental horticulture or in a related field of study, or an equivalent combination of formal education and work experience. Bachelor's degree preferred. Valid driver's license required. Must maintain and insurable driving record.

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EXPERIENCE:

Three years experience in ornamental horticulture, or an equivalent level of experience.

SKILLS:

1. Good oral and written communication skills
2. Good organizational skills
3. Manual dexterity
4. Independent judgment
5. Good listening skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations
2. Ability to work on or supervise several projects at once
3. Ability to work under distracting conditions
4. Ability to analyze safety situations
5. Ability to assess situation and make recommendations
6. Ability to learn and understand PC software applications

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate City vehicles and equipment
3. Exposure to inclement weather conditions

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Horticulturist

Park Attendants

Asst. Supv, Concession Operations (Part-time)

Laborers (Part-time)

Gardeners (Part-time)

Volunteer Coordinator (Part-time)

Indirect:

Volunteers / 10-20

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.