

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Botanical Center Coordinator</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>BE54</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Supervises and coordinates community facilities, programs, and associated activities of the Botanical Center and Nathanael Greene/Close Memorial Park.

SUPERVISION:

Under direct supervision of the Parks Supervisor of Landscape, Forestry, and Greenways or designee.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans, organizes, directs, and coordinates staff and volunteers in carrying out essential functions of the Botanical Center for the Springfield-Greene County Park Board.
2. Handles City-County Park staffing issues including recruiting, interviewing, hiring, training, monitoring, and evaluating regular, seasonal, and contractual staff members.
3. Coordinates volunteer management program.
4. Provides support, guidance, and leadership to employees assigned to the Botanical Center.
5. Directs, reviews, and approves program goals within assigned areas.
6. Schedules and administers operations of Nathanael-Greene/Close Memorial Park and all amenities associated with the park sites.
7. Identifies and analyzes the City-County community service needs for neighborhood and outlying areas with diverse communities.
8. Prepares, implements, and monitors budgets in assigned areas; maintains financial records; seeks external funding sources and resources.
9. Develops and implements short and long-range program plans based on needs assessments.
10. Evaluates programs and services and makes recommendations based on findings.
11. Initiates, maintains, and develops effective working relationships/partnerships with schools, governmental units, businesses, and community based organizations.
12. Promotes City-County programs and services by developing and distributing informational materials, media releases, and personal contacts.
13. Directs the operation of the Botanical Center and grounds, including the use, care, and maintenance of the facilities.
14. Identifies and develops opportunities for research, collaboration, and enhanced relationships with other agencies, organizations, institutions, and individuals.
15. Other related duties as assigned.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of principles, procedures, and techniques in developing and directing community programs; industry standards for a state-of-the-art Botanical facility, public garden management, and grounds maintenance; supervisory principles and techniques.

Abilities

Effectively supervise the management and operations of the Botanical Center—Nathanael-Greene/Close Memorial Park as assigned; Plan, organize, coordinate, and implement comprehensive community programs; market and administer public relations information to the general public for all community centers, classes, rentals, meetings and membership programs; analyze and evaluate community programs and supply appropriate information pertaining to management such as marketing and budget information; make sound recommendations utilizing sound judgment; communicate clear goals and objectives of the Botanical Center—Nathanael-Greene/Close Memorial Park; communicate effectively both verbally and in writing; maintain accurate records and prepare clear and comprehensive reports; follow oral and written instructions; present an overall professional image; work effectively and courteously with outside associations and agencies, program participants, associates, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s degree in Horticulture, Agriculture, Business Management, Environmental/Conservation Education, Recreation Administration, or a closely related area plus two years experience in public garden or natural area management. Directly related experience in developing and supervising in program area may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects.

Working Environment

Primarily indoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs held outdoors.

Licensing/Certification

Certified Park & Recreation Professional (CPRP) is desirable. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license.

Miscellaneous Requirements

Subject to working some weekend and evening hours.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5876
Comments:	Update Abilities	Date: June 28, 2010

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____