

**Springfield Park District**

**Horticulture Specialist/Curator – Botanical Garden**

Department: Washington Park Botanical Garden  
Position Title: Horticulture Specialist/Curator  
Reporting Authority: Botanical Garden General Manager  
Classification: Exempt/Non-Union  
Salary: \$43,409.60 - \$54,267.20

**Position Summary:**

This position is responsible for the horticultural needs of the Botanical Garden, maintenance of the greenhouse mechanical systems and care of the plant collections. The specialist/curator will have knowledge of modern practices and techniques in horticulture management. This position maintains the records of the plant collection at the Garden facility. The specialist will also assist other areas of the Springfield Park District by giving help with horticulture needs/advice.

**Specific Responsibilities:**

- Responsible for the supervision of the union garden crew in the implementation of horticultural tasks. Assign daily work, coaching and feedback. Assignments may also be given from the Botanical GM for scheduled facility events.
- Assist with training and hiring of staff, discipline and evaluations.
- Responsible for the maintenance of Garden greenhouses, collections and area flower beds.
- Responsible for monitoring and evaluating plant materials on designated basis to determine watering, spraying, and/or general maintenance as assigned by GM.
- Responsible for and/or supervises the propagation, watering, fertilization and pest control for greenhouses and garden plants. Ensure that ongoing research into horticultural

procedures and the best practice in conservation, soil preparation, planting, pruning, cultivating, fertilizing, weeding, mulching, pesticide application, plant material removal and transplanting informs practices implemented by staff and volunteers.

- Responsible for coordination of landscape grooming, pruning and plantings; flower beds and garden plantings in and around the Springfield Park District.
- Responsible for glazing, or supervision of glazing, of greenhouses.
- Responsible for monitoring heat, cooling and ventilation systems of all greenhouses to assure optimum atmosphere for plant collections.
- Maintain accurate records and labeling of the plant collection.
- Assist with horticultural tours of the facility's greenhouses and possible outreach programs.
- Assist GM with monitoring of grounds maintenance.
- Assist GM with the Botanical department budget (plant material, soil additives, chemicals and fertilizers)
- Assist with input for quarterly safety meetings at Botanical Facility
- Work closely with Garden GM to plan the design of the garden grounds and purchasing of the plant materials needed for the Garden, grounds and other assigned Park District flower beds.
- Assist with purchasing, inventory maintenance, and control of garden supplies and equipment.
- Keep accurate logs of chemical/fertilizer applications of plant collections.
- Assist with special events on the Botanical Garden grounds.
- Makes recommendations for accessioning, deaccessioning and propagation of the plant collections.
- Maintain the seasonal holiday plant collections and assist with the special floral show designs.

**Required Knowledge, Skills, and Abilities:**

- Degree in horticulture, forestry, turf science, botany or related field.

- Minimum of five (5) years progressive work experience in public or private practice in horticulture/landscape specialization that includes propagation and maintenance of wide variety of floral crops, tropical plants, and related plant life. Prior experience in greenhouse operations and maintenance highly preferred.
- Working knowledge of plant materials and their cultural requirements, pesticides, and other chemical applications.
- Thorough knowledge of modern horticulture practices.
- Valid Illinois Pesticide Operator's/Applicator's license.
- Valid Illinois Driver's License. Class C preferred.
- Working knowledge of computer applications with personal computer including spreadsheets and word processing.
- Provides excellent customer service skills.
- Must be able to multi-task.

**General Requirements:**

- Must be able to read and write and have good command of the English language.
- Good oral and written communication.
- Physical capabilities – lifts 50 pounds, squat, bend and move as necessary for the job.
- Must be able to perform basic mathematics.
- Must have basic proficiency of Microsoft Excel and Word.
- Must possess valid Illinois Driver's License.
- Must possess professional phone skills and work well with the public.
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Springfield Park District employee manual.
  - Must live in a 50-mile radius from Bunn Administration building 2500 S 11<sup>th</sup> Springfield IL 62703 in the State of Illinois or must be willing to move within that 50-mile radius in the State of Illinois within the first 6 months of acceptance of a position with the Springfield Park District.

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.