

Park District of Oak Park

Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities

Job Description

Job Title: Director of Horticulture & Conservatory Operations
Division: Conservatory
Location: 615 Garfield Street
Reports To: Executive Director, Park District of Oak Park

Job Purpose

Under the administrative direction of the Executive Director, this position is responsible for the overall operation of the Oak Park Conservatory including staffing, programming, financial/budget aspects, safety, care and maintenance, and capital project planning. Responsibilities include: oversight of planting and maintenance of all annual and perennial planting beds, shrubs, and mulch tree rings in all parks and/or facilities, oversight of general horticultural operations throughout all parks and/or facilities, and development and maintenance of the historical, environmental, and horticultural aspects of the Conservatory, other historical properties, and all parks and/or facilities while focused on the Mission, Vision, and Values of the Park District of Oak Park.

Essential Functions

In order to effectively perform the functions of this position, the Conservatory Manager shall assume the following responsibilities and associated duties:

A. Facility Management/Programming

1. Responsible for the care, maintenance, and upkeep of all plant and animal collections housed at the Conservatory.
2. Responsible for the planning, care, maintenance, and upkeep of all annual and perennial planting beds, shrubs and shrub beds, and tree mulch rings at all parks and/or facilities.
3. Responsible for general horticultural operations (*i.e.*, tree maintenance & inventory, natural areas management, etc.) in all parks and/or facilities.
4. Supervises the general operation of the Conservatory and ensures the facility is clean, safe and operating smoothly.
5. Troubleshoots any issues that may arise, including those involving patrons, equipments, supplies, operations, safety, security and maintenance issues. Coordinates with other staff members as required.
6. Plans, organizes and directs historical, horticultural and environmental interpretive programs, clinics, tours, plant sales and events for individuals and groups. Develops cooperative programs and/or curriculum with schools and other agencies.
7. Assist in accommodating use of facilities by FOPCON and the Park District.
8. In cooperation with the Cheney Mansion Supervisor, coordinates rentals of the Rubenstein Room by individuals and or groups.
9. Works with the Superintendent of Recreation on day camp and other environmentally focused programs offered to the community.
10. Researches and answers questions about plant identification, plant pests, and plant growth based on experience, education, and/or certification.
11. Supervises the operations of the Conservatory Gift Store which includes ordering merchandise, monitoring inventory, supervising cashiers and establishing financial goals.

B. Communication/Coordination

1. Develops effective communication lines with the general community through presentations, resolution of complaints and suggestions, meeting attendance and actively observing the operation of programs and the facility.
2. Prepares seasonal brochure information and promotional materials.
3. Communicates with Conservatory program participants and parents.
4. Works with Communication & Marketing Department to promote Conservatory programs and events.
5. Ensures a strong level of communication with all customer service staff.
6. Provides to the Executive Director any other reports, surveys, studies, or additional requirements as assigned or requested by the Executive Director.
7. Acts as the liaison to the Friends of the Oak Park Conservatory, OPRF Garden Club, other volunteers and the Memorial Trust. Attends monthly meetings as required.

C. Planning/Control

1. Conducts ongoing research of appropriate activities, materials and equipment to make recommendations on the site's appearance, restoration and purchases.
2. Supervises planning, scheduling and material ordering for the provision of floral displays in the Conservatory year round and on special holidays and seasonal floral displays in the parks.
3. Communicates to the Executive Director problems, deviations, or daily activities which may have an impact on the overall operation of the District.

D. Budgets/Finance

1. Develops, tracks and monitors budgets for the Conservatory ensuring fiscal responsibility while striving to meet District goals.
2. Develop cost analysis, financial reports, studies and recommendations for all financial aspects of the Conservatory and related operations.
3. Summarizes and reports on actual budget outcomes while utilizing collected data as a reference point for the future.
4. Purchases, maintains and inventories related supplies and equipment within budgetary allowances.
5. Prepares payroll and contracts for all supervised employees.
6. Processes refunds and transfers for Conservatory programs and events.
7. Develops capital funding proposals for the Conservatory.
8. Supervises purchasing functions including: reviewing expenditures, approving purchase orders, ordering equipment and supplies, and monitoring the bidding process when required.

E. Employee Management

1. Recruits, screens, hires trains, mentors and schedules part time, seasonal and volunteer staff and independent contractors.
2. Supervises and evaluates job performance of assigned staff on a continual basis and takes immediate action to recognize achievements and correct or address deficiencies or problems
3. Implements and evaluates training programs for supervised staff.
4. Conducts routine staff meetings with staff to outline performance expectations and facilitate two way communication about facility usage and operation.
5. Completes written performance evaluations of supervised employees as required.
6. Participates in management team meetings and effectively communicates the current activities and events under the responsibility of this position.
7. Acts as a leader and nurtures a work culture that promotes open, frequent, and dynamic communication and promotes teamwork to accomplish goals and objectives.
8. Becomes familiar with the personnel policies and manual of the District in order to facilitate routine day to day human resource matters.

F. Risk Management

1. Completes accident and incident reports in a timely manner.
2. Assists in conducting regular safety inspections of Conservatory facilities and provides risk management in compliance with district safety rules and procedures.
3. Monitors first aid supplies and equipment for programs and events.
4. Maintains knowledge of and follows all Federal, State, Local and Park District safety regulations.
5. Maintains a complete understanding of Park District emergency action plans and acts as a leader in the execution of the plans when required.

Additional Functions

- Serves as resource and liaison to other Park District employees, divisions, governmental units and community in general.
- Coordinates special projects. Performs financial planning for the operation and expansion of programs and facilities.
- Seeks and develops public and private sector grants and donations. Maintains necessary paperwork to comply with grant awards.
- Assists in developing, recommending and implementing policies.
- Attends Park Board Committee and Board meetings as required.
- Evaluates and recommends improvements to policies and procedures.
- Researches new trends and acts on opportunities.
- Establishes professional relationships consistently with the Park District staff, affiliate organizations, volunteers and the public.

Knowledge, Skill and Work Experience

Required

- Bachelor's degree (4 year) in Horticulture, Landscape Architecture, Natural Sciences or related field or equivalent work experience
- 5 years greenhouse management experience
- Wide range of horticultural knowledge and horticultural designated certification
- Experience in employee supervision and understanding of human resource laws and policies
- Knowledge of fiscal reporting functions
- Proficiency in Microsoft Office and excellent computer skills
- Understanding of herbicide use
- Oral and written communication skills
- Experience in public speaking
- Acts independently and empowers others
- Problem-solving skills
- Customer service focus
- Interpersonal skills
- Organization and analytical skills
- Ability to work in multi-task environment
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications

Recommended

- Master of Science degree in horticulture or related field
- Familiarity with adult learning and general recreation programming
- Experience working with non-profit support organizations
- Understanding of basic facility mechanical operations and facility maintenance.
- Knowledge of park district safety and risk management needs and plans
- Knowledge of the Park District Risk Management Agency (PDRMA)

- Supervisory experience in a public park or recreation agency
- Knowledge and familiarity with RecTrac

Physical Considerations

- Frequently- Sitting, walking, standing and typing
- Occasionally- Climbing, balancing, stooping, kneeling and crawling
- Strength- Work requires handling heavy weight (up to 100 lbs.) materials or equipment. Other requirements may include talking, hearing, and seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to typewriters, computers, printers, copiers, adding machines and telephones.

Environmental Considerations

- Normal office conditions for majority of work. May include variation in temperature and prolonged hours seated at a desk
- May be exposed to occasional inclement weather including extreme heat, cold, humidity, and wind as position requires some outdoor work
- Worker is exposed to quick changes in temperature from growing houses to lobby
- Worker is exposed to the sun for extended periods

Cognitive Considerations

- Ability to respond to questions, complaints, and concerns from the public and employees in a professional manner demonstrating good judgment
- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively to complete responsibilities as described
- Ability to network in the Oak Park community and the recreation profession
- Ability to realistically recognize the opportunities facing the organization as well as its strengths and weaknesses. Accepts personal failures and is adaptable to change

Customers

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, Friends of the Oak Park Conservatory

Hours and Compensation

Director of Horticulture & Conservatory Operations, as a supervisory employee of the District, shall be considered on duty at all times, and may have varying hours due to the nature of the business. General hours of duty will be approved by the Executive Director. Compensation will be established based on evaluation and approval of the Executive Director.

Revised Date: December 2014

Last Reviewed Date: December 2014

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.