
Position Description

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Position Number:	02020532
Dept:	UNIVERSITY ARBORETUM - 030087
Position:	GATEways HORTICULTURIST
Approved Payroll Title Code:	9723
Approved Payroll Title:	MUSEUM SCIENTIST
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	0

POSITION DETAILS

Job Summary:

Under the direction of the Arboretum and Public Garden's (APG) Director of GATEways Horticulture and Teaching Gardens and the Assistant Vice Chancellor for the UC Davis Arboretum and Public Garden, this position operates as a project manager for projects to develop and improve GATEways and teaching gardens, as well as teaching collections, in the Arboretum and on the UC Davis campus. Works directly with UC Davis faculty, students, and staff as well as with key community members to design cutting-edge sustainable and educational landscapes that incorporate Valley-Wise gardening strategies, innovative uses of space and technology, art, interpretive signs, plant labels and changing exhibits that engage University visitors. Valley-Wise strategies include selecting regionally-appropriate plants (e.g., California native plants, Mediterranean climate plants, UC Davis Arboretum All-Stars) and garden designs that result in low-input and low-maintenance landscapes. Responsible for developing, managing, and implementing student internship and volunteer programs. Responsible for developing, managing and supervising high-level and highly-skilled volunteers, civic and student service clubs and others. Participates in a variety of fundraising activities for assigned GATEways projects, including writing grants for

project and program support and providing funding proposal materials. As needed, provides donor engagement and stewardship support for Arboretum and Public Garden and GATEways donors. Manages all aspects of assigned projects, including supervision of students and volunteers, budget planning and expense reporting. Actively participates as an expert in assigned areas such as biodiversity, sustainability, habitat restoration, urban horticulture, and green infrastructure which are the core components connecting campus landscapes with UC Davis academic and research programs.

To read the full job description, go to <http://arboretum.ucdavis.edu>.

Campus Job Scope:

The goals of the UC Davis Arboretum and Public Garden (APG) are to create a more visitor-friendly campus, transition to a more sustainable campus landscape, make the academic programs of UC Davis visible to campus visitors, build environmental leadership in students and community partners, and leverage campus financial and human resources. Key programs of the APG include the UC Davis GATEways Project and the Learning by Leading Program. The GATEways Project transforms the campus into physical and programmatic portals for the public to engage in the riches of UC Davis. The Learning by Leading Program builds environmental leadership skills with students through hands-on, real-world projects and programs involving mentorship by staff, faculty and community members.

Department Specific Job Scope:

Lead for student employees (- Assistant II, III, IV) and Arboretum volunteers

Positions Supervised:

50% LEADERSHIP FOR FACILITATING THE DEVELOPMENT AND MAINTENANCE OF GATEWAYS GARDENS AND ARBORETUM COLLECTION

Essential Responsibilities:

Oversee the development & maintenance of sustainable & educational landscapes. Serve as project leader to fulfill research & teaching goals, use best practices in environmental science & sustainable horticulture, & create opportunities for visitor outreach. Assist in master planning, collection reviews, exhibit development and team trainings. Work APG leadership, academic partners, campus & civic leaders, staff, students & outside consultants (i.e. landscape architects) to design & install landscapes that are horticulturally cutting-edge, regionally-appropriate, visitor-friendly and incorporate education and outreach, innovative uses of space and technology, art, art-science

fusion, etc. to engage visitors. Serve as a key staff liaison with academic programs to develop instructional plans and regionally-appropriate teaching landscape designs that meet their engagement goals. Oversee all project management issues including timelines, budget, resources, and personnel. Work with curator to maintain accurate plant collection records. Seek innovative ways to reduce costs & increase efficiency. Work collaboratively with Grounds operations staff to address overall maintenance & training needs. Work as part of high-performance horticultural/grounds team.

25% LEADERSHIP OF VOLUNTEER AND COMMUNITY SERVICE PROGRAMS

Supervise professional services volunteers, campus & community partners, & student employees in the development, leadership & maintenance of GATEways projects. Recruit, train, & supervise volunteers to build and help maintain the speciality gardens, collections, educational landscapes, & exhibits. Work with community leaders to engage volunteers in creating community-build gardens & exhibits. Working closely with the Community Outreach manager, organize/manage community work days & manage volunteer projects. Work with local service clubs to develop shared-leadership model for community-building days. Assist with organization of events for students, volunteers, & general public to increase the visibility and/or research and teaching use of new GATEways landscapes, collections & programs.

15% LEADERSHIP FOR RESEARCH, EDUCATION AND STUDENT LEARNING BY LEADING PROGRAMS

Develop innovative learning & leadership experiences for UC Davis students in the realm of horticulture and horticultural outreach. Actively participate in developing programs that engage students with GATEways landscapes and Arboretum collections. Develop leadership roles for students at every phase of landscape planning & design, collection enhancement & implementation. Participate in developing educational outreach activities for students including facilitating training, & workshops. Develop opportunities for students to interact as public ambassadors for UC Davis & the Learning by Leading Program. Work directly with faculty supervisors in setting student goals & reviewing accomplishments. Document student work, including organizing end-of-quarter evaluations, reflections & testimonials.

10% SUPPORT FOR GATEWAYS FUNDRAISING ACTIVITIES

Participate in fundraising activities for GATEways projects & programs as part of a team-based, profit-center model. Participate in donor presentations & tours, and donor/earned-income events (e.g., plant sales) as horticultural expert. Connect donors with student leaders to show the work of GATEways, Learning by Leading and campus. Collaborate with faculty & staff researchers to develop projects for foundation & grant-funded projects. Write grant and foundation proposals, project budgets, & timelines. Collaborate with researchers and faculty on their research projects in the APG.

Physical Demands:

Position requires lifting up to 50 lbs. and working outdoors in a variety of weather conditions.
Must be able to bend, stoop, and lift a variety of materials such as tools, plants, soil and potting mix.
Valid CA driver's license required.
Work occasional overtime, evenings/nights, weekends and holidays, usually on short-term to meet operational needs.

Work Environment:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:

Yes

QUALIFICATIONS

Education in and demonstrated experience with applied best practices in horticultural science.

Familiarity with identification and geographic origin of a wide variety of plants suitable for cultivation in garden settings.

Knowledge of sustainability issues and solutions in landscapes, horticulture, water management, etc.

Minimum Qualifications:

Experience designing thematic planting plans (e.g., drought-tolerant, low-maintenance, appropriate for a given region, centered around varied educational messages).

Demonstrated experience implementing new landscapes and maintaining new and existing landscapes.

Experience in developing and maintaining effective relationships with researchers, academic partners, community members, donors

and other stakeholders.

Experience in museum collection management, curation, and interpretation.

Experience developing programs for and managing adult/community volunteers in implementing and maintaining landscape/garden projects.

Leadership and management experience that include planning, problem-solving and decision-making.

Skills to establish goals, prepare project plans and budgets, and evaluate results and desired outcomes.

Organizational and project management skills to prioritize, organize, and manage multiple projects; to work effectively under pressure with conflicting deadlines; and to solve problems on an ad-hoc basis.

Interpersonal and communication skills to work effectively and diplomatically with people from diverse ethnic, economic and cultural backgrounds, including students, staff, faculty, prospective donors and the general public.

Skills in the use of a broad range of Windows-based software, including word processing and spreadsheet programs such as MS Office. Skills to use database software.

Writing skills for the preparation of articles, grant proposals, project proposals, and reports.

Familiarity with identification and geographic origin of a wide variety of plants suitable for cultivation in California, preferably Central California.

Skills to propagate regionally-appropriate plants.

Preferred Qualifications for Selection:

Experience with recruitment, education and retention of adult volunteers.

Experience managing university student internship programs.

Experience mentoring/fostering leadership in university students. Experience in developing programs that allow students to take on successively greater leadership roles as their abilities grow.

Fundraising experience including foundation, government grants, corporate and individual support.

Broad knowledge of botanical garden operations highly desirable.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date