
Position Description

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Position Number: 02013464
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's Assistant Director of Horticulture and the Assistant Vice Chancellor for the UC Davis Arboretum and Public Garden, this position operates as a project manager for campus GATEways projects. Serves on the Public Garden Pilot Project Work Team and other work groups as needed. 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, UC Davis Arboretum All-Stars) and garden designs that result in low-input and low-maintenance landscapes. Responsible for developing, managing, and implementing a student internship/volunteer program. 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

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, crops and edible landscapes 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 new UC Davis Arboretum and Public Garden initiative 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, and leverage campus financial and human resources. The initiative builds on UC Davis' excellence in plant and environmental sciences and long-term planning for sustainability, and will integrate the outstanding plant collections already in place throughout the campus.

Department Specific Job Scope:

Positions Supervised:

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

50% Leadership for facilitating the development of new campus GATEways gardens

Essential Responsibilities:

Develop & oversee key Public Garden (PG) pilot projects that further the GATEways initiative & convert high-maintenance sites to 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 & team trainings. Work with PG leadership, academic partners, campus & civic leaders, staff, & outside consultants (i.e. landscape architects) to design & install landscapes that are horticulturally cutting-edge, regionally-appropriate, visitor-friendly & incorporate education & outreach, innovative uses of space & technology, art, art-science fusion, etc. to engage visitors. Serve as a key staff liaison with academic programs to develop instructional plans & regionally-appropriate teaching landscape designs that meet their engagement goals. Oversee all project management issues including timelines, budget, resources, & personnel. Work with curator to maintain accurate planting records. Seek innovative ways to reduce costs & increase efficiency. Work collaboratively

with Grounds operations staff to address maintenance & training needs. Work as part of high-performance horticultural/grounds team. Serve as reviewer on proposed new campus buildings & landscapes associated with the GATEways Project.

25% Leadership of GATEways Volunteer & Community Service Programs

Supervise weekly & professional services volunteers, campus & community partners, & student employees in the development, leadership & maintenance of GATEways projects. Recruit, train, & supervise volunteers to build & help maintain the campus GATEways collections, educational landscapes, exhibits, & programs. Work with community leaders to engage volunteers in creating community-build gardens & exhibits. Organize/manage community work days. Host multiple avenues for volunteer participation, including weekend workdays. Work closely with the Community Outreach Manager to 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 &/or research & teaching use of new GATEways landscapes & programs.

15% Leadership for GATEways Research & Education Programs

Develop innovative learning experiences for UC Davis students. Participate in educational outreach activities including facilitating trainings, workshops & courses. With PG staff & UCD faculty, actively participate in developing programs that engage students with campus GATEways landscapes & with the general public & allow students to act as ambassadors for UC Davis. Develop leadership roles for students at every phase of collection enhancement & development. Work directly with faculty supervisors in setting student goals & reviewing accomplishments.

10% Support for GATEways Fundraising Activities

With PG leadership & fundraising professionals, participate in fundraising activities for GATEways projects & programs as part of a profit center model. Participate in donor presentations & tours, as well as at donor/earned-income events (e.g., plant sales) as horticultural expert. Connect donors with student leaders to show the work of GATEways & campus. Collaborate with faculty & staff researchers to develop projects for foundation & grant-funded projects. Write grant & foundation proposals, project budgets, & timelines. Track & record research results &

assist with final grant reports. Present project & research results in professional journals and meetings. Assure that fundraising activities are conducted in accordance with Office of Development policies, practices & standards.

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.

Work Environment: Valid CA driver's license required. Work occasional overtime, evenings/nights, weekends and holidays, usually on short-term to meet operational needs.

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 central California.

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

Experience managing volunteer and internship programs.

Experience in developing and maintaining effective relationships with academic partners and donors.

Minimum Qualifications: Experience in museum collection management, curation, and interpretation.

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.

Knowledge and skills in the use of a broad range of Windows-based software, including MS Office, FileMaker Pro, BG-Base, and accounting and billing software to prepare budgets, project plans, articles, and reports (such as the manipulation of accession, propagation, and nursery records) as needed.

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

Knowledge and skill to prepare budgets, allocate funds, and

prepare proposals and reports on disposition of funds.

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

Skills to propagate regionally-appropriate plants.

Preferred Qualifications for Selection:

Skill to design interpretive exhibits that attract and hold visitor attention and communicate key educational messages.

Skill in conducting research, applying experimental techniques and replicating research results, and implementing and managing research projects.
