City of New York/Parks & Recreation
Civil Service Title: Administrative Horticulturist/MI
Office Title: Administrative Horticulturist, Citywide Nursery
Salary: $32.86 to $41.00 per hour
Duration: This is a grant funded two year position, 35 hours per week – expected start date July 2013
Work Location: Van Cortlandt Park, Bronx NY

The New York City Department of Parks & Recreation division of Central Forestry, Horticulture and Natural Resources, oversees citywide forestry, horticulture and conservation initiatives, policy, standards and performance measures. The division oversees the Citywide Nursery in Van Cortlandt Park and the Greenbelt Native Plant Center.

Major Responsibilities:

Under the direction of the Citywide Nursery Director, oversee and perform all aspects of propagation and nursery cultivation and production of trees, shrubs and perennials for the Citywide Nursery, with particular focus on the propagation of the Central Park Splendor elm.

- Create a viable production line from propagation to garden-ready plant materials.
- Establish both a short and long-term propagation and production schedule.
- Upgrade existing plant inventory in species selection, quality, size and quantity for planting citywide.
- Assist in determining types and quantities of plants to be grown for planting citywide.
- Perform the day to day operations of the Citywide Nursery, including plant propagation and production.
- Perform all aspects of plant maintenance; health and vigor monitoring, pest, disease and weed control.
- Operate automated environmental controls; heating, cooling, venting and shading and irrigation.
- Supervise seasonal staff in greenhouse and nursery operations.
- Assist in the procurement of trees and/or data analysis for special tree procurement projects.

Qualification Requirements:

1. Baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described above.
3. A Motor Vehicle Driver License valid in the State of New York is required.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

Preferred Skills/Qualifications:

1. Bachelor's degree from an accredited college or university.
2. Prior experience managing large scale nursery inventory, budget and staff, ordering supplies, data input and tracking. Working knowledge of standard greenhouse and nursery soil and soil-less mixes and effective weed, pest and disease identification and organic control in greenhouse and nursery environments.
3. Strong plant identification skills, working knowledge of nursery and greenhouse plants' cultural requirements and ability to calibrate, maintain and operate fertilizer and pesticide application equipment.
4. New York State Pesticide Applicator License category 3A.
5. Ability to perform heavy manual labor related to tree work, landscaping and nursery management.
6. Proficiency in Microsoft Word, Excel and Access.

To apply, please submit resume and cover letter by June 10, 2013 to:

Marechal Brown, Director of Horticulture, City of New York, Parks & Recreation, Forestry, Horticulture and Natural Resources division, Olmsted Center Flushing Meadows Corona Park, Flushing, New York, NY 11368.

Email: horticulture@parks.nyc.gov

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*Posting period extended to 06/10/13. Previous applicants to this vacancy do not need to reapply.