

Civil Service Title: Administrative Horticulturist  
Title Code No: 10071  
Office Title: Foundation & Bulk Seed Program Supervisor

Level: MI  
Salary: \$55,000 - \$65,000  
Work Location: Greenbelt Native Plant Center, SI  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under general direction, with considerable latitude for independent judgment, oversee all aspects of Greenbelt Native Plant Center (GNPC) Foundation Seed Program.
- Collect, process and bank wild seed from NYC populations to serve as basis of foundation seed development.
- Develop and implement production plans for foundation seed production fields, including propagation of field stock, soil preparation, tillage and weed control and nutrient management.
- Oversee harvest, processing and storage of foundation seed and quality testing of banked seed.
- Select new species and seed mixes for the foundation seed development process, bringing them into production.
- Oversee external contracts and grant partnerships which will utilize GNPC foundation seed for production of bulk seed mixes for the City of New York; advise on proper production, harvest and processing protocols, ensuring the quality of all contract and grant partner work.

**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.

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. Degree in farm management and technology or related agricultural field.
2. Familiarity with the local flora of New York City region. Familiarity with seed collection and seed banking principles and operations.
3. A minimum of four years of experience in the production of foundation and bulk seed; a working familiarity with bulk seed testing, quality control and bulk seed labeling methods and protocols.
4. Experience with Microsoft Excel, Word and Power Point.
5. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 192356**

Include your ERN on all correspondence.

**For all other applicants:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 192356**

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POST DATE: 05/01/15	POST UNTIL: FILLED	<b>Job ID #: 192356</b>
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