

CITY GARDENER

DISTINGUISHING FEATURES OF THE CLASS: The City Gardener is responsible for strategically planning and directing of all gardening activities for the City of Albany. Work includes responsibility for coordinating and managing all administrative tasks related to staffing, maintenance, and the beautification of public green spaces within the city. Incumbents in this position are responsible for ensuring compliance with city regulations and environmental standards, promoting sustainable practices, and supporting community engagement initiatives related to urban horticulture. Supervision is received from the Commissioner of General Services and/or their designee. This position is responsible for the direct supervision of the Gardening division and any staff and/or contractors assigned to gardening activities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for designing, planting, and maintaining flower beds and landscapes that enhance the aesthetic appeal of the City for annual events, press conferences, public engagements and other events or projects;
- Develop and execute planting schedules for annual events, ensuring blooms are at their peak during key dates;
- Assist Gardener with garden operations and manage design plans, major projects and purchasing of supplies, tools and plant material;
- Assist Gardener in care of plants, including monitoring for pests and diseases and applying treatments as directed;
- Responsible for adapting gardening practices to seasonal changes, including winterizing plants and preparing for spring planting;
- Serves as the liaison for media inquiries related to horticulture, landscaping projects, and city beautification initiatives;
- Participate in interviews, workshops, or community outreach events to educate the public about city horticulture programs;
- Oversee and participate in the installation and upkeep of floral displays for events such as ceremonies, festivals, and public celebrations;
- Monitor and manage the health of plants, including watering, fertilizing, pruning, and pest management;
- Collaborate with the gardening and sustainability teams to ensure landscapes align with city standards and sustainability goals;
- Work closely with city officials and event coordinators to meet specific aesthetic requirements for public appearances;
- Develops the annual budget and procurements for gardening divisions, based on management needs and trends;
- Maintain records of planting schedules, inventory, and maintenance activities;
- Secures funding from additional sources to support and enhance existing programs;
- Serves as an advisor to other City departments, and assists in the development of horticultural practices and issues;

- Hires, directs, supervises and trains staff engaged to Gardening activities;
- Oversees horticulture work performed by City personnel, contractors and volunteers, including on-site inspection and supervision;
- Documents compliance with local, State and Federal safety regulations for plant care operations;
- Assesses and develops programs for specialized plant maintenance;
- Makes periodic inspections of City green spaces in order to assess condition and maintenance needs;
- Enforces City Code in related matters;
- Manages and oversees contracts with related vendors;
- Reviews government periodicals and other current literature in the field of arboriculture and horticulture and pursues opportunity for growth and improvement;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge in plant identification, care, and design;
- Thorough knowledge of gardening practices, including pruning techniques, knowledge of soils/fertilizers and chemicals; transplanting, grafting and general related applications;
- Thorough knowledge of maintenance requirements for grounds and greenhouses;
- Thorough understanding of plant biology, growth cycles, soil conditions, and specific needs of diverse plant species;
- Proficiency in using gardening tools and machinery, including mowers, trimmers, and irrigation systems;
- Good knowledge of local, State and Federal laws, ordinances, codes and regulations related to gardening;
- Ability to effectively manage a team, provide clear instructions, and address concerns;
- Ability to communicate effectively with diverse groups including elected officials, various levels of City management and members of the public;
- Ability to communicate effectively both orally and in writing, including the ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to work independently and as part of a team in a fast-paced, high-pressure environment with tight time constraints;
- Ability to perform arduous labor in varying weather conditions and physical labor; bending, pulling, pushing, stooping and standing for long periods;
- Ability to work outdoors in various weather conditions;
- Availability for occasional evening or weekend events;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in horticulture, arboricultural science or a related field, and one (1) year of full-time paid experience in gardening work, including experience in each of the following planting, cultivating and caring for trees, plants shrubs and lawns which must have been in a supervisory capacity; or,
- B. Bachelor's degree in horticulture, arboricultural science or a related field, and two (2) years of full-time paid experience in gardening work, including experience in each of the following planting, cultivating and caring for trees, plants shrubs and lawns which must have been in a supervisory capacity; or,
- C. High school diploma or general equivalency degree (GED) and three (3) year of full-time paid experience in gardening work, including experience in each of the following planting, cultivating and caring for trees, plants shrubs and lawns which must have been in a supervisory capacity; or,
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C).

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT

- I. A valid New York State driver's license is required at the time of appointment and for the duration of employment;
- II. Position may be required to work various shifts including Saturdays, Sundays and holidays.

Issued: 11/26/2024