1. Position Summary
This position is responsible for the overall horticultural management, display and maintenance of native plantings surrounding the Core Gardens, entrance drive, and Heartland Harvest Garden at Powell Gardens. Responsibilities include off site areas owned and/or managed by Powell Gardens including Ona’s Prairie and Timber acreage.

In collaboration with the Director of Horticulture, establish a presence at Ona’s Prairie and Timber Acreage through monitoring and maintaining, developing a network of regional resources, determining future needs and budgets, creating ongoing timeline of activity.

The highest quality and execution should be focused on maintenance and development areas providing the visitor to Powell Gardens a setting for a botanical garden experience.

2. Essential Functions

Native Plantings at Powell Gardens, Ona’s Prairie, Ona’s Timber Acreage

Display
- Development and maintenance of native plantings within the Core Gardens, Heartland Harvest Garden, and common areas of Powell Gardens property with regards to restoration of the property’s natural lands.
- Development and maintenance of Ona’s Prairie and limited maintenance of Timber acreage.
- Implement thoughtful strategies for garden maintenance allowing for the least amount of impact to the visitor experience.

Collection Care at Powell Gardens
- Assist with grant reports for the trail and endangered native plant collection.
- Monitor trail projects, goals, and results using shared documents.
- Collaborate with Heartland Harvest Garden and Education Garden leads to improve plant diversity of the HHG prairie.
- Collaborate with Perennial Garden and Core team to improve the plant diversity of the Susan Lordi Marker Native Garden.
- Collaborate with the Core team to improve the plant diversity and eradicate invasive species at the Meadow.

Collection Care at Ona’s Prairie
- Monthly inventory of native species.
- Seed harvest at appropriate times.
- Develop and execute plan to control invasive species.

Garden Maintenance at Powell Gardens
- Manage seasonal burns of native areas and coordinate burn activities with natural resources staff.
• Improve the display of the highway drive and parking lot prairie with natural resource staff assistance.
• Assist natural resources team with trimming trees and shrubs on the trail.
• Assist natural resources team with controlling invasive species on the trail.
• Schedule natural resources brush hogging and mowing of natural areas.
• Assist Core Gardens during large plant installation/renovation projects during off-peak prairie periods.

Maintenance at Ona’s Prairie and Timber acreage
• Maintain prairie entrance drive and access with assistance of Powell Gardens’ staff.
• Explore, set up, manage collaborations with contractors for seasonal burns and mowing.
• Develop and execute plan for the continuation of pristine prairie conditions.
• Coordinate and monitor assessment of CRP (Conservation Reserve Program) acreage.

Pest and Disease Management
• Identify and control threatening plant pest and diseases as required.
• Communicate trail conditions to Natural Resources team with regards to tick and other insect problems.

Community and Staff Liaison Representing Powell Gardens/Ona’s Prairie and Timber Acreage
• Grassland Reserve Program
• Conservation Reserve Program
• Deep Roots
• Missouri Native Plant Society
• Missouri Prairie Foundation
• MOGIA
• Western Nursery and Landscape Association
• Coordinate Powell Gardens’ team visits
• Share images with Powell Gardens marketing team

Volunteers/Interns
• Provide direction and support for all volunteers and interns in your area.
• Evaluate volunteers and interns as required.
• Ensure volunteers/interns are properly trained and utilizing best practices in the Gardens.

3. Sphere of Responsibility

Supervises:
• Powell Gardens staff while working at Ona’s Prairie and Timber acreage
• Interns
• Volunteers

4. Internal and External Contacts

Internal: All levels of staff and volunteers

External: Vendors, donors, Board members, visitors, members, contractors

5. Consequence of Error
This position is responsible for the native plantings at Powell Gardens, Ona’s Prairie, and Timber acreage. The overall quality and presentation of these areas often provide the visitor with their first impression. The inability to provide the leadership and quality of these areas will affect the overall visitor experience, donor cultivation and community support. Performing work responsibilities in a timely manner according to the schedule is critical. High standards must be upheld in all areas under this position. Advocacy and problem-solving are key to success for this person.

6. Experience/Education

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s Degree in Horticulture, Plant Sciences or related field</th>
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<tbody>
<tr>
<td>Experience</td>
<td>1-2 Years in a botanical garden or similar field; preferred experience in native plants, prairies, meadows, and natural resources</td>
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<tr>
<td>Knowledge</td>
<td>Operate necessary equipment such as mowers, trimmer, other garden equipment and vehicle. Valid driver’s license. Basic working knowledge of office technology products including Excel and Word. Project management.</td>
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<tr>
<td>Communications</td>
<td>Written and oral communication skills Public speaking and training as required Timely and organized</td>
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| Core Competencies | **Action-Oriented**  
Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues.  
**Builds Networks**  
Maintains relationships across a variety of functions and locations; draws upon multiple relationships to exchange ideas, resources, and know-how; consults with a wide network of internal and external connections; connects the right people to accomplish goals, works through formal and informal channels to build broad-based relationships and support.  
**Collaborates**  
Models collaboration across the organization; facilitates an open dialogue with a wide variety of contributors and stakeholders; represents own interests while being fair to others and their interests; credits others for their contributions and accomplishments; promotes high visibility of shared contributions to goals.  
**Courage**  
Readily tackles tough assignments; faces difficult issues and supports others who do the same; provides direct and actionable feedback; is willing to champion an idea or position despite dissent or political risk.  
**Cultivates Innovation**  
Moves beyond traditional ways of doing things; pushes past the status quo; continually assesses the market potential of an innovative idea or solution; finds and champions the best creative ideas and actively moves them into implementation; tries multiple varied approaches to innovative ideas; builds excitement in others to explore creative options. |
<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
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<tr>
<td><strong>Decision Quality</strong></td>
<td>Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience, and judgment when making decisions; considers all relevant factors and uses appropriate decision-making criteria and principles; recognized when a quick 80% solution will suffice.</td>
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<td><strong>Drives Results</strong></td>
<td>Has a strong bottom-line orientation – sets aggressive goals and high standards; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish.</td>
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<tr>
<td><strong>Financial Acumen</strong></td>
<td>Develops and manages budgets for assigned areas; reallocates resources as necessary; encourages all too effectively manage expenses and resources; integrates various factors from multiple perspectives to formulate possible outcomes.</td>
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<tr>
<td><strong>Instills Trust</strong></td>
<td>Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with customers and employees; is consistently aware of the shadow he/she casts; gains the confidence and trust of others easily; expresses self in credible and transparent manner.</td>
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<tr>
<td><strong>Managing Change &amp; Improvement</strong></td>
<td>Measures effectiveness in initiating changes; adapts to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in the organization’s performance.</td>
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<tr>
<td><strong>Manages Conflict</strong></td>
<td>Step up to conflicts, seeing them as opportunities; asks questions and listens closely to all issues presented; finds common ground and drives to consensus, ensuring that all feel heard; defuses high-tension situations effectively.</td>
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<tr>
<td><strong>Optimizes Work Processes</strong></td>
<td>Designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering; separates and combines tasks into efficient and simple workflow; thinks about the whole system, focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</td>
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<td><strong>Resilient</strong></td>
<td>Stays focused and composed in stressful situations; maintains a positive and forward-thinking approach despite trouble circumstances and setbacks; takes constructive action to navigate difficulties or obstacles; is viewed as a source of confidence in high-stress situations.</td>
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<tr>
<td><strong>Tech Savvy</strong></td>
<td>Anticipates the impact of emerging technologies and makes adjustments; readily learns and adopts new technologies; continually scans the environment for technology breakthroughs; experiments with a wide range of existing technologies while applying new and emerging options that can enhance organizational outcomes; encourages others to learn and</td>
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7. Physical Requirements/Work Environment

Must be able to lift 50lbs; accomplish strenuous work an and ongoing basis in various conditions , including extreme heat and cold; willingness to don waders and enter the garden pools; must have dexterity and be able to groom plants and prune with speed and accuracy; ability to work evenings, holidays and weekends as required.

9. Application Process
Applicants interested in this position must submit the following to Susan Mertz at smertz@powellgardens.org by April 1, 2020.

- Cover letter
- Resume
- Three professional references