



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 972.0

Job Title: **URBAN GARDEN MANAGER**

Pay Grade: 23

### **GENERAL SUMMARY:**

Provides leadership for an effective urban gardening program that supports and works with stakeholders.

### **RESPONSIBILITIES:**

- Provides information and responds to inquiries to the general public on the urban gardening program.
- Develops and coordinates training materials to educate and improve communications between the department and the urban gardening communities.
- Works with various City of Houston departments, horticulture industry and community-based organizations to effectively link resources within the community.
- Establishes and maintains open line communication with urban garden participants, prospective participants, volunteer organizations and the general public.
- Recruits and oversees volunteer/adoption groups to maintain the urban gardens.
- Designs and develops properties to maximize potential growth for urban gardens.
- Maintains records, generates ad hoc reports, conducts inventories and ensures participants' compliance with terms of agreement.
- Interfaces with community stakeholders, advisory groups, and other city departments regarding matters related to lease agreements, irrigation, landscape design, property maintenance and other matters relevant to operating urban gardens.
- Performs other duties as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Horticulture, Public Administration, Business Administration or a related field.

#### **EXPERIENCE:**

Four years of professional experience in community organizational work, resource and referral services, or a closely related field are required.

#### **COMPLEXITY:**

Work is moderately complex and varied, and may require interpretation of technical and detailed guidelines, policies and procedures.

**SPECIFICATIONS: (Continued)**

**IMPACT OF ACTIONS:**

Error in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

**SUPERVISION EXERCISED:**

**Direct Supervision:**

May supervise or lead employees.

**Indirect Supervision:**

**CONTACTS:**

**Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating personal calendars, resolving problems and/or obtaining necessary information.

**External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

**PHYSICAL EFFORT:**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials.

**WORK ENVIRONMENT:**

There are no major sources of discomfort, with the exception of occasional exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions.

**PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

Urban Garden Manager

*Effective: April 2008*