



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Horticulturist

FLSA: Non-Exempt

DEPARTMENT: University of Wyoming Extension Office

REVISED:

Summary: Under general supervision, provides horticulture education, information and services to public and private groups in Laramie County.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates, provides and delivers horticulture services, information and education for Laramie County citizens.
- Coordinates and delivers the Master Gardener Program including recruiting students, coordinating and scheduling classes, organizing outside speakers, and teaching classes; ensures students meet volunteer hourly requirements within designated timeframe.
- Conducts field visits and provides customer service assistance to clients in relation to horticultural issues including lawn, tree, shrub, insect, fungal, bacterial, viral, human induced and/or wildlife problems; answers questions and provides horticultural advice to clients new to the area; provides general landscape design consultations.
- Coordinates the Master Gardener Group activities; serves as ex-officio on the Executive Committee; provides advice and guidance to member of the group; provides assistance with group events including the annual plant sale; ensures compliance with the University of Wyoming guidelines.
- Develops programs and lectures for the Master Gardener Program on a variety of horticulture topics including botany, site analysis, soil fertility, tree biology, herbs, vegetables, turf grass management, pesticides, and landscape design.
- Publishes quarterly newsletters and a variety of horticultural pamphlets/articles used to educate the public and provide awareness of upcoming events and/or new developments.
- Presents programs and lectures to various civic, private and government group in relation to horticultural issues.
- Attends horticultural conferences and participates in continuing education programs as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of horticulture processes, topics and research.
- Knowledge of standards and protocol for teaching and coordinating horticulture programs.
- Knowledge of lawn and garden care methods specific to high prairie environments.
- Knowledge of landscape design, turf management and greenhouse production.
- Knowledge of processes for identifying insects and plant disease.
- Knowledge of techniques for reducing the usage of water and chemicals.

- Skill in providing horticulture services, information and education to the general public.
- Skill in coordinating and delivering all aspects of a master gardener program.
- Skill in developing and presenting horticulture programs and lectures.
- Skill in conducting site visits and providing information/advice in relation to horticultural issues.
- Skill in coordinating master gardener and other group activities.
- Skill in publishing horticulture newsletters, pamphlets and articles.

Minimum Qualifications:

Bachelor's Degree in Horticulture; AND three (3) years horticulture experience; or equivalent combination of education, training and experience. Must have a valid driver's license.