



## **Nursery Manager Presidio Nursery**

The Golden Gate National Parks Conservancy is the nonprofit support partner of the Golden Gate National Parks—84,000 acres of national parkland throughout the Bay Area, including Muir Woods, Ocean Beach, Crissy Field, and Alcatraz. The Parks Conservancy is a membership organization created to preserve the Golden Gate National Parks, enhance the experiences of park visitors, and build a community dedicated to conserving the parks for the future. Park projects and programs include the Crissy Field Center, which promotes leadership and environmental justice training for youth; the Native Plant Nurseries, which grow over 150,000 plants annually to restore habitats; the Trails Forever initiative, which is at work building and rehabilitating miles of trails throughout the Parks; and volunteer programs that inspire 35,000 people annually to take action in support of the Parks.

The Presidio Nursery is one of six nurseries that support the mission of the Golden Gate National Parks, and is operated by the Golden Gate National Parks Conservancy in partnership with the Presidio Trust. The nurseries provide native plants for Park restoration efforts, serve as a community & educational resource, and inspire community land stewardship. Located in the Fort Scott area of the Presidio in San Francisco, the Presidio Nursery offers modern horticultural facilities, the opportunity to participate in cutting edge ecological restoration projects, and serves as a hub of vibrant community and education programs.

### **Position Overview**

The Nursery Manager is responsible for meeting annual propagation goals of up to 85,000 plants for projects throughout the Presidio. The Nursery Manager oversees all facets of operating and maintaining the Presidio Nursery while managing staff, interns, and volunteers in these efforts. This includes oversight of propagule collection, production, plant care, record keeping/administration, routine maintenance and improvement of the Nursery facilities, and special projects.

An ideal candidate will possess excellent interpersonal skills, be an effective communicator, and be invested in working in a cooperative environment with multiple partners. An ideal candidate will also be familiar with native plants of the Bay Area, have previous experience propagating California natives from seeds, cuttings, divisions, bulbs, and spores and be enthusiastic and adept at teaching these concepts and techniques to others.

### **Key Duties and Responsibilities**

#### *Crop Production*

- Grow up to 85,000 native plants annually from seed, cuttings, divisions, and spores. Grow an average of 150 species per year, primarily from seed.
- Prioritize and schedule all nursery work. Plan for and track progress of all propagation activities including seed treatments, sowing, sticking, transplanting, etc., so that complete orders of healthy plants are delivered for planting on time.
- Manage all aspects of container-plant care including proper irrigation, pruning, fertilizing, etc., for production of the highest quality plants.

- Maintain health of nursery plants using Integrated Pest Management best practices. Oversee sanitation and hygiene practices.
- Coordinate with Seed Collection Ecologist in all aspects of propagule collection and management, including wild seed collection, processing, storage, physical inventory and record keeping. Ensure that propagule collection complies with Park's ecological guidelines.
- Coordinate with the Community Programs Coordinator to schedule volunteer activities.
- Maintain plant inventory. Keep tracking systems and database up to date.

#### *Restoration Coordination and Project Management*

- Coordinate and regularly communicate with project managers from multiple agencies. Facilitate a smooth process for all parties, problem solve, make adjustments, and provide project support as needed.
- Provide expertise and advise project managers on plant production timeframes, plant communities, and species choices when appropriate. Report periodically on the progress of plant production for each project.
- Support planning for projects, shared facilities, events and programs with partners. Participate in development of protocols to improve growing and restoration practices.
- Spearhead and participate in ad hoc projects. Participate in identifying priority projects for the Presidio Nursery and the park-wide Nursery Program.

#### *Supervision and Coordination of Staff, Interns, and Volunteers*

- Hire, train, supervise, and mentor Seed Collection Ecologist. Develop workplan and goals.
- Hire, supervise, and mentor Nursery Interns. Train interns in all aspects of nursery operations including plant propagation, plant after-care, special projects, volunteer management, and facilities maintenance.
- Hire, train, and supervise seasonal staff as needed.
- Plan for and lead Wednesday and Saturday drop-in volunteer programs and additional group programs. Oversee all aspects of volunteer work and manage for quality control.
- Provide education and inspiration to volunteers about the role and importance of the native plant nursery in the restoration process. Strive to provide a high-quality experience for all community members.
- Model safe practices at all times. Offer regular trainings in safe practices and ensure that those under supervision are working safely at all times.
- Teach occasional classes and workshops on horticultural practices, native plant propagation, etc. through the Park Academy Program.
- Coordinate with Community Programs and Education Coordinator in scheduling, planning for age-appropriate activities, and delivering relevant, high-quality nursery education programs.

#### *Facilities and Equipment Maintenance*

- Manage and maintain all nursery facilities and structures including headhouse (seed lab), greenhouses, shadehouse, growing annexes, storage areas, office spaces, educational gardens, and volunteer gathering spaces.
- Maintain, regulate, and troubleshoot environmental controls and irrigation systems.
- Identify, propose, and plan for infrastructure and facilities improvements. Work with Director and project specialists to develop budget and plan for construction. Manage progress of construction and impact on nursery activities.
- Coordinate repair of utilities as well as structures and systems. Oversee contractors as needed.
- Manage maintenance of all nursery tools and equipment, including hand tools, power tools, and equipment associated with seed cleaning, processing, and storage.
- Ensure a safe and efficient work environment in all facilities at all times. Oversee monthly safety inspections of work areas.
- Maintain up-to-date Nursery Safety Manual, chemical/material inventories, Safety Data Sheets and other safety documentation.

### *Administration and Budget Management*

- Order nursery supplies and materials. Monitor budget, make purchases within budget limitations, track expenses, and submit necessary paperwork.
- Ensure that accurate and comprehensive records, including propagation activities, crop notes, and final inventories are entered into the Nursery Database in timely manner.

### **Knowledge, Skills, and Abilities**

#### *Education and Experience*

- Bachelor's degree in horticulture, biology, botany, natural resource management, or equivalent.
- Minimum four years of professional experience in nursery management, native plant propagation and production. Expertise in effective propagation techniques and after-care regimes for up to 200 species.
- Minimum one year of experience in all aspects of nursery structure, facility and equipment maintenance. Comprehensive knowledge of nursery production facilities and environmental control systems. Ability to troubleshoot systems, install and repair irrigation.
- Knowledge of nursery pests and diseases and knowledge of cultural methods for their controls. Understanding of Integrated Pest Management.
- Minimum one year of experience in volunteer engagement. Practical experience in community-based restoration program, especially working with volunteers of all ages and backgrounds.
- Minimum one season of experience in propagule collection of multiple species. Understanding and keen awareness of plant phenology.
- Expertise in botany and plant morphology. Field-based knowledge of local native flora. Proven proficiency in the use of taxonomic keys to accurately ID plant species.
- Proficient in computer programs including Microsoft Office, Google Applications, and database systems. Familiar with GIS technologies.
- Valid CA Driver's License, clean driving record, and ability to drive large vehicles. Must be approved for coverage by Company insurance carrier.
- CPR and First Aid certification preferred. (May be obtained in first year).
- QAC helpful but not required.

#### *Attributes*

- Mission driven: shares enthusiasm in educating and inspiring others about conservation, the Park, habitat restoration, and the mission of the native plant nurseries.
- Interpersonal skills: considers and responds appropriately to the needs and capabilities of different people in different situations; is tactful, and treats others with respect; relates effectively to others when encountering difficult situations.
- Leadership: exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.
- Communication: speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies writing style to meet needs. Is comfortable speaking in group settings.
- Teamwork: pitches in and contributes to achieving group goals; supports everyone's efforts to succeed; balances team and individual responsibilities.
- Flexibility: Willingness to adjust to changing timeframes and expectations. Willingness to try new things, explore new possibilities in programming, ability to support the team when needed.
- Dependability: completes tasks on time; takes responsibility for own actions; can be relied upon.
- Judgment: exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles; takes calculated risks to accomplish goals.
- Productivity: effective when working independently with little or no supervision. Completes work in timely manner; strives to increase productivity; works quickly.
- Quality: demonstrates attention to detail, accuracy and thoroughness.

**Physical Requirements and Work Environments**

- Work is performed in an outdoor / indoor setting.
- Work is primarily performed standing or walking.
- Work requires squatting and kneeling.
- Regularly sits at a computer station and operates electronic equipment for up to 8 hours per day.
- Frequently lifts, carries, and positions objects weighing up to 35 pounds.
- Often works outside in inclement weather.
- Regularly drives large vehicles.
- Tuesday through Saturday work week required.

**Terms:** Full-time. Salary commensurate with work experience, skills, and educational background. Generous benefits package. Preferred start date: February/March, 2015. Tuesday through Saturday schedule required.

**Apply by e-mail:** Please email your resume and thoughtful cover letter describing your achievement of the requirements by February 4, 2015 to: Alisa Shor, Director of Park Nurseries, [ashor@parksconservancy.org](mailto:ashor@parksconservancy.org)

Please no phone calls about this position.

*The Golden Gate National Parks Conservancy is an Equal Opportunity Employer and is committed to diversifying our employee base. All qualified applicants are encouraged to apply.*