

City of Fort Worth, Texas Job Description

Classification Title	Garden Center Coordinator		
Job Code:	PR2831	Job Family:	Professional
Pay Grade	612	Date Created:	12/31/2015
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and coordinates the activities and operations of the Fort Worth Botanic Garden Center; promotes and coordinates the garden center activities with outside agencies, organizations, clubs, individual renters and other city departments; provides highly responsible administrative and management support to the Fort Worth Botanic Garden District Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees Garden Center programs, activities and events; supervises proper maintenance and set up of event spaces including meeting rooms, reception and banquet spaces, auditorium usage and garden locations.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the Garden Center service delivery methods and procedures; acts as liaison to support groups; develops policies and procedures for Garden Center.
4. Oversees staffing levels, maintenance, services and resources of the Garden Center; coordinates events scheduling, contract negotiation, clients meetings and facility tours; provides information and assistance to users of facilities.
5. Under general supervision of Garden Director, prepares and administers the Fort Worth Botanic Garden budget; submits budget recommendations and monitors revenues and expenditures.
6. Coordinates staffing levels, maintenance, services and resources of Garden Center; coordinates marketing and rental efforts including contract negotiation, client meetings and tours.
7. Acts as liaison to support groups; gives reports on revenues collected; prepares support group budget for submission to Department Head or endowment foundations; tracks expenditures and prepares billings for support group

reimbursement; makes recommendations for expenditures for staffing, projects and equipment.

8. Maintains and develops reports concerning long range plans, yearly events and activities; oversees scheduling and billing of rental customers.
9. Monitors and inspects the routine maintenance of the Garden Center to secure staff and facility safety.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Basic operations, services and activities of a public events center.
- Principles and practices of sales and marketing techniques held in public or banquet event facilities.
- Basic procedures, methods and techniques of budget preparation and control.
- Methods and techniques of report preparation.
- Local, state and federal regulations pertaining to funding sources.
- Basic office operations and procedures.
- Personnel policies and procedures.
- Supervision, training and performance management.
- Modern office equipment including computers and event booking resource management software.
- Purchasing policies and procedures.

- **Skill in:**

- Organization and time management.
- Customer service and networking.
- Computers and applicable software.
- Facilitating meetings; event planning.
- Marketing and promoting.
- Public speaking.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct garden center and/or public facility events.
- Recommend and implement goals and objectives for providing events programming.
- Plan, organize, direct and coordinate work of direct reports.
- Prepare clear and concise reports.
- Serve on committees and boards.
- Determine event and banquet timelines and schedules.
- Collaborate with outside entities to accomplish mission and goals.
- Interpret and explain City policies and procedures.

- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Management, Business Marketing, Public Relations, Hotel Management or a related field and four years of increasingly responsible experience in administrative or management work in public facilities, conference centers, meeting facilities, or commercial hospitality facilities; including two years of administrative/supervisory responsibility.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.