WINONA STATE UNIVERSITY
NOTICE OF VACANCY

POSITION: Landscape Services and Arboretum Director
APPLICATION DEADLINE: Open until filled
Review of applications begins 5/2/14

TYPE OF APPOINTMENT: Probationary

RANK/TITLE: MSUAASF, Range C

RESPONSIBILITIES:
Winona State University has an opening for a Landscape Services and Arboretum Director. The individual in this position will provide vision, planning, education and training, skilled leadership, coordination and supervision involving all aspects of the development and maintenance of the WSU grounds and allied properties as a regional landscape arboretum for education, enjoyment and scientific study.

This position also involves direct responsibility for and participation, as a working supervisor, in all aspects of the development, care and maintenance of the campus trees, forested properties, gardens, turf, landscape features, irrigation systems, and hard-scape surfaces. Additionally, this position involves a high level of knowledge and experience with all dimensions of providing landscape services: hiring, training and supervising grounds staff; landscape planning and design, using environmentally sustainable grounds and road/walkway (hard-scape) surface maintenance practices; utilizing advanced arboriculture and horticulture knowledge and skills pertaining to the selection, acquisition or cultivation, planting and care of native and non-native trees, flowers, ornamental grasses, shrubs and turf; and the use, care and maintenance of common forms of power equipment employed for landscape and hard-scape maintenance.

Finally, this position will also entail coordinating landscape services staff and resources with the WSU Land Steward, academic programs, faculty and students to provide educational and public outreach programs to on-campus and community groups; working collaboratively with campus offices and groups (e.g., administration, Facilities Services Manager and staff, campus Land Steward, Arboretum and Land Stewardship Committee, students and faculty) to develop a written strategic plan (vision, mission and goals) for the campus arboretum; and performing such other supervisory, maintenance and training/education and promotion activities as may be assigned.

QUALIFICATIONS:
Minimum Qualification(s):
• ISA Certified Arborist;
• Minimum of a Bachelor’s degree in forestry, urban forestry, botany, plant ecology, ornamental horticulture or closely related horticulture field;
• At least four years’ experience as an arborist and/or ornamental horticulturist;
• At least two years of experience as a professional landscape supervisor and manager of a small to medium size grounds department.

Preferred Qualification(s):
• Knowledge, skill, ability and experience with the development, supervision and management of a small to medium sized landscape services dept. and/or arboretum, or equivalent, including both landscapes and hard-scapes; this includes knowledge and experience with personnel management, planning, budgeting, reading blueprints, materials acquisition and handling, estimating, contracting, implementing, evaluating, etc. as necessary.
• Knowledge of modern and advanced environmentally sustainable grounds maintenance practices for native and non-native species of trees, shrubs, forbs, ornamental grasses and turf.
• Knowledge and ability as an arborist to develop and maintain the campus forest and special tree collections.
• Advanced skills in the selection, purchase, cultivation, planting and maintenance of trees, shrubs, forbs, grasses and turf, and the identification and treatment of plant diseases.
• Knowledge of arboriculture and horticultural sciences.
• Ability to demonstrate good oral and written communication skills necessary for personnel leadership, landscape services management, and delivering campus and community education programs.
• Knowledge of common computer technology and software necessary to produce electronic communications, spreadsheet analyses, and power-point presentations. Develop expertise with more specialized software (e.g., i-Tree) to support campus tree inventories.
• Ability to design detailed plans for the landscaping of buildings and development of new and existing grounds, including the relocation of drives, parking areas, and plantings to improve utility and beauty.
Preferred Qualification(s) Continued:

- Ability to provide in-service training to professional and student landscape services staff; collaborate to support student capstone research, independent studies, internships, and service-learning projects utilizing the WSU arboretum grounds; make educational presentations to students, co-curricular campus organizations, classes and community groups, both independently and in collaboration with the WSU faculty Land Steward.
- Knowledge, ability and experience with staff training on the operation, maintenance and safety of all grounds equipment (e.g., mowers, skid steers, snow removal equipment, front end loaders, chainsaws, trimmers, gators, etc.).
- Ability to assist with the development of topographical maps of the facility’s flora, and subsoil maps of campus utilities in collaboration with facilities planning services.
- Ability to maintain favorable public relations with on and off-campus constituencies.
- Ability to function collaboratively and facilitate a team environment among all campus constituencies, including professional grounds staff personnel.

The applicant should demonstrate a knowledge of and interest in diverse cultures and populations.

WINONA STATE UNIVERSITY: The mission of Winona State University is to enhance the intellectual, social, cultural and economic vitality of the people and communities we serve. We offer undergraduate programs based on the traditions and values of the arts and sciences and an array of graduate and professional programs that are especially responsive to the needs of the Upper Midwest. We prepare our graduates to serve generously, lead responsibly and respond imaginatively and creatively to the challenges of their work, their lives and their communities. A community of learners improving our world!

POSITION AVAILABLE PENDING BUDGETARY APPROVAL

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ALL APPLICANTS MUST BE ABLE TO LAWFULLY ACCEPT EMPLOYMENT IN THE UNITED STATES.

APPLICATION INFORMATION: Please submit the following materials in addition to the online application: 1) A cover letter addressing how you meet the responsibilities and qualifications in the order listed above; 2) Resume; 3) Transcripts (undergraduate and graduate); and 4) a list of at least 3 references, with addresses and telephone numbers. *Persons writing letters of reference should be advised of Minnesota’s open record law which can make such letters available to applicants upon request.

APPLY DIRECTLY ONLINE AT: http://agency.governmentjobs.com/winona/default.cfm

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business, whether using a personal, rental or state vehicle, shall be required to conform to MnSCU’s vehicle use criteria and consent to a Motor Vehicle Records check.

A member of the Minnesota State Colleges and Universities System. An equal opportunity educator and employer. Women, minorities and individuals with disabilities are encouraged to apply.