

Position: Plant Records Coordinator
Department: Horticulture and Garden Operations
Status: Full-Time, Non-Exempt, 40 hours weekly
Reports to: Director of Horticulture and Garden Operations

The Plant Records Coordinator is responsible for monitoring, inventorying, and mapping plants and physical objects located throughout Descanso Gardens' plant collections and natural areas. The Plant Records Coordinator will be responsible for inventorying plant species from many different plant families, with a special emphasis on *Camellia* species, *Rosa* species, and California native plants. The Coordinator will work across departments ensuring information and data related to Descanso's collections and natural areas are available and accessible. The Coordinator will be responsible for management of records in IrisBG, AutoCAD, ArcGIS, and historical maps and files. This position works closely with volunteers who support data collection, data input, labeling and photographing collections and natural areas. Additionally, the Coordinator interacts regularly with staff, Guild members, volunteers, interns and garden visitors.

This is a 40 hour a week, full-time, non-exempt position and may include some evening and/or weekend hours, depending on the needs of the organization.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:

- Inventory, monitor and map Descanso's collections and natural areas.
- Manage collections data including, accessioning new plants, removing accessions, updating names and status of plants.
- Coordinate and provide updates on collection policy with the Director of Horticulture and Gardens Operations and horticulturists per established schedule.
- Organize long term collections planning with the Director of Horticulture and horticulturists. Make recommendations for plant additions for the long-term health of collections.
- Participate in collaborative planning with regards to capital projects or in-kind donations that require new plantings. Help determine the impact of new plantings on the collection policy.
- Organize historical garden records, maps and files.
- Inventory, tag and label collections and natural areas.
- Photograph collections and natural areas.
- Collaborate with departments to make information, photos and data about Descanso Gardens' plant collections, flora and fauna and natural areas available to staff as requested.
- Supervise and oversee the plants records volunteer programs and interns.
- Inventory all trees over 8 inches in diameter; assist in monitoring tree health
- Keep abreast of new disease, invasive species, and insects in Southern California. Monitor for potential threats to garden collections and natural areas. Make suggestions for control of pests and threats.
- Under the direction of the Director of Horticulture and Gardens Operations and in collaboration with horticulturists, coordinate purchasing of plant and horticultural materials, track spending and process payments per established procedures.

- Coordinate with the Plant Propagation Horticulturist on inventorying and accessioning in the nursery.
- Provide plant lists for plants to be propagated for collections.
- Coordinate and collaborate with the Garden Operations department to inventory physical objects located in the plant collections and natural areas such as structures, donor benches, irrigation mains and valves.
- Update Director of Horticulture and Gardens Operations on plant collections, provide suggestions for acquisitions and removals of plant material.
- Participate in public programs by teaching classes, leading walks for the public, Descanso Staff or volunteers.
- Provide content for printed and online formats as requested.
- Produce reports on collections and natural areas.
- Other job duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:

This position requires use of standard office equipment including computer, photocopier, postage meter, ten key, credit card processing machine, and printer; uses hand-held (two-way) radio and drives golf cart.

This position requires:

- Ability to walk long distances to various outdoor locations and to work outdoors as needed.
- Work outdoors in inclement weather including cold, rain and heat, as well as nighttime conditions.
- The ability to walk, bend, stoop, sit, crouch, drive vehicles, carry and climb ladders.
- The employee must be able to carry and operate standard gardening equipment intermittently throughout the day.
- Occasional wading in and working with water.
- Occasionally requires lifting of up to 40 pounds.
- Exposure to various noise levels on a daily basis.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree preferred, major in Botany, Horticulture, Biology or Ecology or similar fields, preferred. Master's degree is a plus.
- Two years of experience in plant collections management, inventory and monitoring, or field research preferred.
- At minimum, strong plant identification skills and the ability to learn new taxa rapidly, a working knowledge of the cultivated and wild flora of Southern California preferred.
- Strong verbal, written and public speaking skills.
- Ability to speak and write in a scientific format.
- Understanding and experience with mapping programs such as AutoCAD and ArcGIS, highly preferred.

- Competence in MS Office and internet required; advanced experience with MS Office and internet required; advanced experience with MS Office preferred.
- CA Driver's License required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Compensation: \$14.50 - \$16.00 per hour depending on experience and qualifications.

To Apply: Interested parties may apply by submitting a MS Word or PDF **Letter of Interest and Resume** to jobs@descansogardens.org with PRC2008 in the subject line. Only those meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept Letters of Interest and Resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.