

## PLANT RECORDS COORDINATOR

### Position Purpose

Every position at FWBG is important to the organization's success and contributes to the accomplishment of the strategic goals and, ultimately, achievement of its vision for the future. This role encompasses every employee's goal of engaging with colleagues, partners, and stakeholders in support of the organization's mission. Engagement includes participation on teams and committees, exerting extra effort to help the organization succeed, and investing time in the guest experience. Success in this position involves taking pride in working for this organization, committing to effective communication, being solution focused, and embracing a culture of positive change. FWBG is continuously working to build a culture where employees each work with an enthusiastic desire to contribute their skills, wisdom, and ideas towards their team's performance and to experience a sense of satisfaction in the important role they play.

This position holds primary responsibility for managing plant records, oversees/maintains records of living plant collections, assists with management of living collections and campus tree canopy, and monitors, audits, prepares, and places plant identification labels for public and scientific information.

### Principal Responsibilities/Duties/Functions/Tasks

Manages plant records, including:

- Receives incoming plant material, checks invoices, and distributes plant materials to appropriate garden staff, ensuring records are properly entered as shipments arrive.
- Works closely with garden staff and Director of Living Collections to monitor and enforce adherence to approved living collections and related policies and procedures.
- Assists with audits and inventories of plant collections.
- Performs data entry and management of living collections database.
- Creates procedures and formats for garden plant labels, signs, and nametags, oversees contract staff creating those labels, and performs label-making duties when required to maintain workflow.
- Reviews plants on the ground to confirm condition, checks plant labels to assure all major accessions in the collection are properly entered.
- Assists Director of Living Collections with planning and logistics for the exhibition and interpretation of plant collections.
- Participates in special events preparations, operations, and removal.
- Cleans and maintains tools, vehicles, and equipment as appropriate.
- Operates motorized vehicles and wears appropriate personal protection equipment.
- Participates in the planning, preparation, and filling of employee roles for various public events/exhibits hosted by the FWBG.

### Supervisory Responsibility

No supervisory responsibility, however, position does coordinate with Director of Living Collections in managing contract labor and/or vendors making plant labels

May oversee activities of volunteers.

### Position Type, Expected Hours of Work, Travel

This is a full-time position, and the regular hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m.; however, this position can regularly require long hours. Working on evenings and on holidays may be required.

Flextime is a work schedule arrangement that may or may not be appropriate for this position.

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

This position will also work outside during public exhibits/events in Texas climate conditions.

### 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Employee will typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### Special Position Requirements

- Employee must maintain a current Texas Driver's License and auto-related liability insurance.
- This position requires various physical activities in both indoor and outdoor settings, so employee is required to undergo a physical exam to assess whether the applicant can perform the duties of the position with or without accommodation.
- Due to consideration for safety, the job responsibilities for this position may require a drug screening test be carried out in compliance with applicable state and federal laws.

### Required Education and Experience

- Associates degree or HS diploma/GED supplemented by college-level course work in Horticulture, Botany, or related field
- Two years of responsible experience in a professional gardening or nursery environment
- Data entry and data management skills.
- Knowledge of various species of flowers, trees, shrubs, and turf
- General understanding of botanical naming conventions
- Knowledge of plant materials and of common references used to verify nomenclature

### Additional Eligibility Qualifications

- Internal and external customer service skills with ability to maintain effective working relationships
- Experience or demonstrated ability to perform basic on-line and in situ research and prepare reports, recommendations, and other documents based on that research
- Self-starter, organized with ability to prioritize work, make decisions, and complete projects in a timely manner
- Adaptable and flexible to changing schedules
- Willingness and ability to travel as needed for research, training, plant pick-up and drop-off, etc.

### Preferences

- Bachelor's degree or higher in Biological Sciences or Horticulture fields
- Coursework and/or field experience in plant identification and characteristics
- Experience with plant collections databases
- Experience operating label making equipment
- Basic understanding of plant health and symptoms of stress/disease adequate to allow accurate ratings of plant condition during field audits
- Bilingual in English and Spanish

### AAP/EEO Statement

FWBG is committed to a policy of equal employment opportunity. See Employee Handbook for detailed policy.

### Other Duties

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