

## THE MORRIS COUNTY PARK COMMISSION

### Job Description

Title: Plant Records Assistant

Part Time: Annual  or Seasonal

Division: Horticulture Maintenance

Effective Date: 3/7/2022

Prepared by: B. Crawford/Z. Cheetham

Approved by: R. Vitale

### **Position Charter:**

Under the supervision of the Plant Records Curator, the Plant Records Seasonal Assistant will develop skills relevant to a career in plant collections and professional horticulture. This six-month position includes the opportunity to learn plant collections management utilizing IrisBG desktop and mobile software as well as labeling, verifying, and mapping the collections at the arboreta. Interns will also assist with nursery management, plant propagation, and seed collection activities.

### **Essential Functions:**

- Collect GPS field data of woody and herbaceous plant material using mobile mapping technology to assist with mapping projects at the Willowood Arboretum, the Bamboo Brook Outdoor Education Center and the Frelinghuysen Arboretum.
- Conduct field inventory surveys and determine needs for plant labeling, taxonomic verifications, and maintenance activities.
- Accession, de-accession, and update plant records using IrisBG recordkeeping software.
- Perform collections assessments and prepare reports on plants of interest.
- Create plant labels for the plant collections using an engraver, embosser, and laser printer.
- Assist with seed collection, cleaning, counting, inventory, propagation, sale, and Index Seminum seed exchange.

### **Other Functions:**

- Assist with nursery management activities including watering, weeding, and pruning plant material. Unloading or loading plant material to and from the nursery.
- Assist with preparation for tours, events, and other on-site activities at horticulture sites as needed.
- Perform office tasks including data entry, scanning documents, and compiling data.
- Assist with organization, inventory, and collection of herbarium specimens.
- Carry out standard operational procedures and garden tasks assigned with other horticulture team members or volunteers.
- Assist with woody plant propagation activities and greenhouse tasks.
- Assist with field data collection projects as requested by the Manager of Horticulture or the Director Historic & Interpretive Services.
- Advise supervisors of equipment and supply needs.

- Operate Park Commission motor vehicles safely to transport personnel, materials, and equipment on Park Commission properties and public roadways.
- Completes other projects and tasks as assigned.

**Qualifications:**

- Background in professional horticulture, plant science, botany, landscaping, GIS, ecology, environmental studies, curation and collections management, or museum studies.
- Ability to bend, walk, sit, or stoop for long periods.
- Ability to work outside in all seasons, weather conditions, and among vegetation.
- Strong organizational ability, attention to detail, and critical thinking skills.
- Familiarity with computers and ability to learn new software.
- The ability to operate utility vehicles and garden tools effectively.
- The ability to follow written and verbal instructions and perform basic mathematical calculations.
- The ability to lift and carry weights of up to 50 pounds.
- The ability to maintain an attendance record adequate to complete the essential functions of the position.
- The physical strength, dexterity, and coordination sufficient to perform the above functions
- Possession of a valid New Jersey driver's license.
- The ability to perform the essential functions of this position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.