

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Plant Records Curator Specialist Full Time - Salary Grade: Local 32 - Class VIII
Division: Horticulture Maintenance Effective Date: 2/22/2023
Prepared by: B. Crawford Approved by: R. Vitale

Position Charter:

The Horticultural Plant Records Curator Specialist works under the general supervision of the Manager of Horticulture and reports to the Superintendent of Horticulture at Willowood Arboretum for coordination of activities, attendance and other operational procedures. Responsible for maintaining an accurate plant records database for current and past plant accessions, coordinate the labeling of the living collections, as well as manage plant propagation projects. This position oversees the plant nurseries and propagation facilities at the Commission’s Willowood Arboretum. This position also works closely with the Superintendent of Horticulture at the Frelinghuysen Arboretum to ensure all curating, labeling and propagation is conducted properly.

Essential Functions:

- Maintains accurate and up-to-date plant accession records for all Park Commission horticultural facilities, including by not limited to Willowood Arboretum, Frelinghuysen Arboretum, and Bamboo Brook Outdoor Education Center, utilizing the BG Base Collections Management Database Software Program or other programs, as authorized by the Park Commission and according to Park Commission protocols.
- Maintains electronic and physical maps of woody and herbaceous plant collections using BG-Map (or similar software) and GPS transmitter, Total Station, or measuring tapes.
- Tracks information on plant specimens, benches and chairs that are part of the *Horticulture Memorial Tribute Program*, Park Commission award recipients, and Friends of Frelinghuysen Arboretum Arbor Day award recipients, including name of recipient and donor, contact information, memorial/ commemorative label wording, plant name, plant location, etc.
- Produces an annual plant records accession report and other reports as directed.
- Assumes primary responsibility for plant propagation projects including all pertinent record keeping as well as planting, transplanting, labeling, pest control, fertilization, irrigation, pruning and other functions necessary to the propagation and successful cultivation of the plant material, exclusive of the Horticultural Education greenhouse at the Frelinghuysen Arboretum.
- Propagates plants, both in house from all types of seeds, cuttings, divisions, grafting, etc. or sends materials to an outside propagation facility in the event of a difficult to propagate plant that requires special budding or grafting techniques.
- Responsible for all functions of the Horticultural nursery facilities, primarily at Willowood Arboretum, including planting, transplanting, pest control, fertilization, irrigation, pruning, and

other tasks for the culture and successful cultivation of the plant material, exclusive of Horticultural Education greenhouse at the Frelinghuysen Arboretum. Provides care for the plants located within these facilities on a daily or as needed basis.

- Maintains Willowood hoop house, propagation glasshouse, and nursery grounds in a clean, organized and weed free environment.
- Compiles master seed-sowing lists and develops propagation and plant distribution schedules.
- Controls pests and diseases in accordance with IPM protocols in the Hoop House, Propagation Greenhouse and nursery facility at Willowood.
- Assists with preparation of yearly *Index Seminum* international seed exchange.
- Should the need arise, maintains assigned garden areas and assists with other garden projects on an as needed basis.
- Produces, installs and/or coordinates the production and installation of both display and accession labels for the specimens in the living collections of the Park Commission and other signs as required; conducts field surveys and meets with the Gardeners to determine needs for labeling and accuracy.
- Coordinates periodic inventories and health assessments of the plant collections. Records specific pruning, cabling, lightning protection or disease treatments of trees.
- Provides information on MCPC plant collections for Park Commission staff, horticultural professionals, donors, and the public in the form of plant lists and maps for the production of reports, brochures, trail guides, press releases, etc.
- Assumes primary responsibility for the operation and maintenance of all engraving and labeling equipment and is responsible for ordering all engraving and labeling supplies.
- Applies pesticides under supervision and maintains proper pesticide application records.
- Adheres to all Park Commission and PEOSHA safety standards, policies and procedures.

Other Functions:

- Responds to inquiries from professional and amateur horticulturalists as well as the general public relating to plant collections information.
- Trains and supervises personnel and volunteers as may be assigned including but not limited to, plant propagation, plant records activities, tag embosser and label engraver operation and maintenance, labelling field surveys.
- Maintains plant records supplies including accession tag blanks, display label engraving stock, and mounting stakes and wires.
- Advise supervisors of forecasted equipment and supply needs.
- Assists with Divisional Budget preparation as required.
- Cooperates with the Horticultural Education Unit and assists with educational programming and coordinates supply of plant materials as required and greenhouse space allows.
- Participates in and conducts educational programs in conjunction with the Horticultural Education Unit.
- Prepares reports and presentations as related to the job function and needs of the Division.
- Assists with planting of flowers, shrubs and trees in all Park Commission facilities, on an as needed basis.

- Performs related tasks as directed and assists in carrying out standard operating procedures as required at the facility and by the Division.
- Completes other tasks and projects as assigned.

Qualifications:

- A two-year Associate's degree in Horticulture, Botany, Plant Science, or a related field; Relevant and significant work experience may substitute for formal education in required field.
- At least three year's work with botanical garden records, mapping, and propagation or equivalent experience.
- Demonstrated computer skills in Microsoft Windows Operating Systems and Microsoft Office Programs.
- Working knowledge of/or demonstrated ability to learn BG Base Collections Management database software program.
- Demonstrated knowledge of native and exotic woody and herbaceous plant identification.
- Demonstrated knowledge of scientific plant taxonomy and nomenclature.
- Two years' experience in nursery and/or greenhouse crop management or plant propagation is desirable.
- Knowledge of the tools, methods and materials used in horticultural grounds and landscape maintenance.
- Ability to communicate effectively with Park Commission staff and the general public in verbal and written formats.
- Demonstrated ability to read, write and perform mathematical calculations in order to safely operate equipment and apply fertilizers and pesticides.
- Ability to understand and follow written and verbal directions.
- The possession of or ability to obtain NJ Pesticide Applicator/Operator registration from the NJ Dept. of Environmental Protection within the first year of employment.
- Ability to work flexible hours, including evenings and weekends as directed.
- Possession of a valid New Jersey driver's license.
- The ability to maintain an attendance record satisfactory to accomplish the essential functions of the position.
- The ability to perform the essential functions of the 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.