



## GIS Specialist

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is a botanic garden that strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, sub-tropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The GIS Specialist is responsible for leading the continued development of the plant collections inventory system, plant data collection and mapping. This role involves ensuring the proper maintenance and documentation of plant collections and, under the direction of the Director of Horticulture, plays an active role in the Garden's effort to integrate research and collection strategies with institutional projects and community engagement opportunities.

### Main Job Responsibilities:

- Develop and manage the living collections database.
- Locate, identify, catalogue & inventory the Garden's Living Collections.
- Maintain accurate plant records in the database by entering new accessions, de-accessions, notes, images, sources, and other data updates.
- Maintain plant import/export permits.
- Assemble and present information resources about the collections in accessible formats.
- Develop and manage the purchase, manufacturing and installation of accurate signage relating to the Living Collections for records and visitor engagement purposes.
- Manage the mapping and surveying of plants, beds, and Garden infrastructure.
- Maintain software subscriptions, equipment maintenance, purchases and budget for plant documentation software and equipment.
- Manage the Garden's Geospatial Systems which includes managing the Garden's GIS portal, mapping and coding of beds & spaces, support and creative input for living collections, develop & manage workflows, production of digital maps and other media, database management and integration of collections & GIS data.
- Participates in data collaboration and sharing with relevant institutions and organizations.
- Participates in collaborative research/conservation projects, including map production, spatial analysis, and co-authorship of publications.
- Research and verify taxonomic nomenclature
- Provide guidance for and data management of existing conservation collections.
- Perform periodic inventories of the plant collections.

- Create plant collections information (plant lists, maps, reports) to disseminate to staff, board members, donors, horticultural professionals and institutions, and the public.
- Other duties as assigned

### Qualifications and Experience Requirements:

- Minimum of HS diploma/GED required. Associate or Bachelor of Science degree in botany, plant biology, horticulture, landscape architecture or related field strongly preferred.
- Working knowledge of Microsoft Office, ArcGIS (Pro), ArcGIS online apps and services or related products and services.
- Knowledge of botanical nomenclature, plant identification and IrisBG collections management software preferred.
- Experience managing and maintaining plant records in an arboretum, botanical garden or historical park, including experience inventorying collections and working with a database and GIS compatible software is a plus.
- Experience training and working with volunteers.

### Physical Demands / Working Conditions

- Must be able to move throughout the 132-acre Garden property, as needed.
- Position requires sitting down working on a computer for long periods of time.
- Some physical work required consisting of frequent standing, bending, kneeling, stooping, crouching and reaching. Carrying, lifting, pushing or pulling of objects up to 30 lbs.
- Must be comfortable working in immediate proximity to the general public in a safe and friendly manner.

### Position Details

- Annual salary range of \$48,000 - \$55,000 depending on experience
- Full-time salaried position
- Monday – Friday, some evenings and weekends may be required

### Benefits

Medical, dental, and vision insurance, retirement savings match, short term disability, long term disability, and life insurance available.

### Application Procedure

Interested candidates should send a resume and cover letter to [hr@hbg.org](mailto:hr@hbg.org). We will contact those candidates who most closely match our requirements. Resumes submitted via alternate methods will not be considered.