



Position Title: Geographic Information Systems Field Coordinator

Department: Collections & Conservation

Full or Part Time: Full-Time

Regular or Temporary: Temporary

Exempt or Non-exempt: Exempt

Salary: \$45,000 - \$55,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (SFBGS) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement between RPD and SFBGS, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for SFBGS include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with SFBGS, as well as other functions. Together, RPD and SFBGS collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

San Francisco Botanical Garden opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

Reporting to the Director of Collections & Conservation, the Geographic Information Systems Field Coordinator will be a key position on the Collections & Conservation department and works collaboratively with GGGP staff, volunteers, docents, and SF Recreation & Park Departmental officials and staff, or other city officials. The position requires the ability to communicate effectively, both orally and in writing.

They will be integral to updating the enterprise database of garden infrastructure, spatial information, and plant records for the Japanese Tea Garden (JTG) and the Conservatory of Flowers (COF), while advancing the existing data and collections systems for the San Francisco Botanical Garden (SFBG). The ideal candidate can assess current operations, identify needed improvements, and work collaboratively to vet options and integrate changes. This position will require an onsite presence Monday –Friday with the willingness to occasionally work on weekends.

RESPONSIBILITIES

- Partner with the GIS Manager to map the JTG, the COF, and the SFBG collections through the inventory process and reconcile catalogued records of plants with extant living collections
- Assist in the location and ID of specimens within the Gardens of Golden Gate Park collections
- Provide information necessary for decision making, monitor issues within the living collections
- Maintain an enterprise database which provides access to spatial information, tied to collections records, of the more than 8,000 accessions (a total of 50,000+ plants) of worldwide distribution that are maintained in 482 beds distributed throughout the three Gardens of Golden Gate Park
- Collaborate on aspects of the enterprise spatial database and GIS Portal
- Track and maintain infrastructure needs across all Gardens of Golden Gate Park (i.e., pathways, planting beds, irrigation, as well as other features needed)
- Work closely with the GIS Manager and team to maintain features of the enterprise database of garden infrastructure, including pathways, planting beds, irrigation, as well as other features as needed
- Applies enterprise GIS best practices to ensure data quality, accessibility, and overall consistency
- Update and develop maps and content for web applications and garden promotions
- Commitment to learning about the SFBG, JTG, and COF Gardens

QUALIFICATIONS

- Bachelor of Science degree in related field (botany, plant biology, horticulture) preferred
- Botanical knowledge complemented by horticultural understanding and practice is highly preferred
- Understanding of conservation best practices within the parameters of a public botanical garden strongly preferred
- A minimum of 2 years of experience using Geographic Information Systems
- Proficient in ArcGIS Pro and Microsoft Office Suite
- Knowledge of GIS best practices
- Excellent organizational and database management skills
- Strong organizational, problem-solving skills and attention to detail
- Ability to prioritize tasks and independently manage time

ENVIRONMENT

- Must be able to engage in a range of physical motions, including standing or sitting at a desk or computer, and walking (sometimes on uneven surfaces) or working outside in varying weather conditions for extended periods of time
- Must be able to climb a flight of stairs
- Must be able to lift/carry up to 30 pounds

HOW TO APPLY: go to - <https://recruiting.paylocity.com/recruiting/jobs/All/99885d66-fdde-45ea-b169-b55cfb505be0/Gardens-of-Golden-Gate-Park> or email jobs@gggp.org

Pre-employment requires a clear background check and reference checks.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.

