



## SANTA BARBARA BOTANIC GARDEN POSITION DESCRIPTION

### Botany Technician

#### **About the Santa Barbara Botanic Garden:**

The Santa Barbara Botanic Garden's mission is to conserve California native plants and habitats for the health and well-being of people and the planet. Since the 1930s, staff members of the Garden have developed and maintained an intimate knowledge of the California flora, with an emphasis on the plants and vegetation communities of California's Central Coast and the offshore islands. Today, we take a comprehensive approach to its conservation from genes to ecosystems, with expertise in plant systematics, rare plant conservation, community ecology and habitat restoration functions. This allows us to more thoroughly tackle the conservation challenges of our day, such as habitat loss and fragmentation, invasive species, and pollinator decline.

#### **Overview:**

The Botany Technician assists with a wide range of lab, herbarium, and office work supporting the inventory, conservation, and restoration of California's flora and ecological communities. Occasional field work may also be required. This full-time (40 hours per week), 15-month, non-exempt position, reports to the Conservation Geneticist.

#### **Essential Laboratory and Herbarium Duties:**

- Perform routine molecular genetics lab work, including:
  - DNA extraction
  - DNA quantitation
  - Gel electrophoresis
  - PCR
- Prepare, database, and help maintain dried plant tissues for SBBG tissue bank;
- Enter data, and maintain SBBG DNA database;
- Develop and maintain an inventory of the herbarium specimen backlog;
- Transcribe specimen label data from field note scans for specimens in mounting queue;
- Proofread all draft labels for specimens in mounting queue;
- Print final labels for specimens in mounting queue;
- Mount herbarium specimens;
- Image herbarium specimens;
- Assist and manage volunteers as needed;

#### **Knowledge and Abilities:**

- Working knowledge of basic molecular genetic techniques (preferred);
- Experience with and knowledge of basic taxonomic principles (preferred);
- Knowledge of the California flora (preferred);
- Ability to follow instructions, work successfully with others, and work independently with minimal supervision;
- Manual dexterity sufficient to perform laboratory work and prepare plant tissue specimens;
- Ability to work under pressure and meet deadlines;

- Computer proficiency including ability to use Microsoft Access, Outlook, Excel, Word, and PowerPoint, and ability to learn new computer programs as necessary;
- Ability to communicate well both verbally and in writing;
- Willingness and ability to work cooperatively with peers at SBBG and other institutions;
- Support for the Garden's mission and goals.

**Qualifications and Experience:**

- Bachelor's degree from an accredited four-year college or university in biology, ecology, botany, environmental science, conservation biology, or closely related area;

**Certificates and Licenses:**

- Must have valid California Driver License and maintain an acceptable driving record

**Physical Requirements:**

Must be capable of occasional strenuous physical work including:

- Sitting for up to 2.0 hours at a time and using computer for lengthy periods
- Standing/walking for extended periods of time
- Bending, squatting, and walking stairs
- Safely lifting and carrying 40 lbs.
- Tolerance of an outdoor work environment. Exposure to indoor and outdoor environmental conditions, including temperature fluctuations, rain, dust, allergens, poison oak, insects, wild animals, and sun exposure

**Position Description Approval:**

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Date

I have read, understand, and agree to the terms of the above position description. I understand that the responsibilities, tasks, and duties of the job may differ from those outlined above, and that other duties, as assigned, might be part of the position. I acknowledge that this job description may change, as necessary, to meet the needs of the organization.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee (Print Name)