

# NATIVE PLANT SCIENTIST

## JOB OVERVIEW

<b>Reports to</b>	Plant Material Program Manager	<b>Classification</b>	Regular, Full-Time, Exempt
<b>Salary Grade</b>	Coordinator (SG 9)	<b>Salary Range</b>	\$60,300 – 71,900

## GENERAL JOB DESCRIPTION

The Native Plant Scientist position is an integral part of Tillamook Estuaries Partnership’s high-performing team. Job responsibilities center around achieving TEP’s vision and mission. Primary activities shall align with TEP’s habitat restoration overarching goal: **Conserve and restore ecological functions of Tillamook County’s estuaries and watersheds to benefit native aquatic and terrestrial species and the communities that depend on them.**

The primary objective of this position is to provide genetically appropriate native vegetation and promote its use among habitat restoration and enhancement partners. (CCMP Action HAB-10)

## HOW DOES THIS ROLE SUPPORT TEP’S MISSION?

The NPS serves as TEP's primary source of horticultural and botanical expertise. This role is essential for sourcing genetically appropriate seed and producing high-quality plant material, which supports habitat restoration efforts carried out by both TEP and its partners.

## WHAT IS THE ROLE ACCOUNTABLE FOR?

- Ensuring high-quality plant material is produced following TEP’s propagation cycle
- Wild seed collection and processing
- Grant writing and reporting
- Outreach, stewardship: uplifting TEP, EPA, NORP, OYA, and the communities we serve

## HOW DO WE MEASURE SUCCESS?

- The nursery distributes over 50,000 plants a year to coastal restoration projects
- High plant quality and out-planting survivorship
- Performance and financial reports are submitted to grantors like the BLM and all goals are being met
- Annual TEP workplans are submitted to EPA and all organizational (especially nursery) goals are being met
- Annual Key Performance Indicators (KPIs) are reviewed by TEP leadership, and all job-related goals are being met

## JOB-SPECIFIC RESPONSIBILITIES

To be effective in this position, the Native Plant Scientist will be expected to:

- Lead the propagation of more than 50,000 genetically appropriate native plants annually.
- Conduct field scouting, seed collection, and seed storage for approximately 40 species; collect clonal plant material; and fulfill collection targets for the Seeds of Success (SoS) Program, the Coastal Native Seed Partnership, and TEP's native plant nursery.
- Design, implement, and evaluate plant treatment, sowing, and transplanting protocols to improve plant quality and production efficiency. Collaborate with members of the Northwest Oregon Restoration Partnership (NORP) to monitor out-plantings and improve plant survivability.
- Develop, maintain, and refine standard operating procedures (SOPs) for the nursery and field.
- Oversee partner pre-orders.
- Develop and implement propagation strategies that ensure partner demand is met.
- Secure funding to support nursery and field operations by preparing grant applications (annual target: >\$100,000) and manage awarded grants.
- Collaborate with TEP's education and community engagement staff to provide educational opportunities, hands-on learning experiences, youth mentorship, and community service projects related to native plants, plant propagation, and habitat restoration.
- Provide native and invasive plant expertise to support TEP's restoration and monitoring programs.
- Provide technical and labor support for NORP satellite nurseries.
- Participate in technical teams, working groups, and regional partnerships to strengthen the native plant material supply chain on the Oregon Coast.
- Work with TEP staff, the Board of Directors, and partner organizations to develop and implement TEP's Comprehensive Conservation and Management Plan (CCMP), annual work plans, and strategic plans related to habitat restoration, monitoring, finance, communications, and organizational development.

## GENERAL RESPONSIBILITIES

In order to contribute to the success of TEP as an organization, the Native Plant Scientist will need to do the following:

- Maintain records of work plans, task implementation, and inventories/databases
- Manage equipment and supplies inventories relevant to seed collection
- Maintain close working relationships with local, state, and federal partners, scientists, educators, and special interest groups
- Represent TEP at meetings, committees, conferences, workshops, and events as needed
- Communicate TEP's achievements through reports, quarterly newsletters, website content, and social media postings
- Write reports and give presentations that meet audience expectations, display information clearly and with high impact, and reflect professionally on TEP
- Participate in TEP fundraising efforts
- Manage truck and trailer operations
- Any other duties as assigned

## EMPLOYEE CORE COMPETENCIES

- Technical/Function Expertise
- Concern for Accuracy
- Concern for Effectiveness
- Teamwork
- Effective Communication
- Accountability

## MANAGERIAL CORE COMPETENCIES

Not applicable for this position

## QUALIFICATIONS FOR NEW HIRES INTO POSITION

### THE RIGHT FIT, RATHER THAN A PERFECT FIT

Studies have shown that underrepresented people often do not apply for technical jobs unless they feel they meet every qualification or requirement listed in a job description. Conversely, people with identities overrepresented in these fields often do not hesitate to apply for jobs even if they do not meet all stated qualifications. TEP does not expect one person to perfectly fit the Native Plant Scientist job description prior to holding a similar position for several years. TEP wants the *right* fit, for both the employee and for TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development are available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

### MINIMUM REQUIREMENTS

- B.S. degree in horticulture, botany, or related fields **AND** two or more years of relevant experience. **OR** associate's degree with four years' experience managing propagation in a production nursery, **OR** entry level with master's degree. Military, Peace Corps, and extended work experience may substitute for a four-year B.S. or BBA degree (Rule of thumb: At least one year of transferable experience per year of university/college.)
- Must demonstrate proficiency in plant identification before being hired. Expectation is for NPS to be proficient in identifications of all species grown at TEP's nursery (Table 1.) within the first year of employment
- Proficiency with Word, Excel, PowerPoint, Outlook, and Adobe or other similar software
- English language proficiency
- Reliable transportation to/from TEP's office and to/from nursery that does not interfere with the hours required for this position. (This can include public transportation.)
- Must pass (i) TEP's criminal background check, (ii) OYA's background check, and (iii) OYA's child abuse and neglect registry check prior to first day of work at the nursery

### PREFERRED SKILLS AND EXPERIENCE

- B.S./BBA degree **AND** at least four years relevant work experience
- Familiarity with ArcGIS/Survey123/FieldMaps to map wild plant populations.
- Experience using SBI Grower
- Experience driving large (1-ton) trucks with trailers
- Proof of valid driver's license and current auto liability insurance. These are required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for any TEP-related

business. Having a personal vehicle is more convenient for the NPS position but is not a pre-employment qualification

## DESIRED ATTRIBUTES THROUGHOUT TENURE IN THIS POSITION

- Strong collaboration skills, ability to motivate others, build consensus, and follow-through with group decisions
- Prioritizes tasks to manage projects, adapting as needed to changing priorities, deadlines, and instructions
- Self-motivated and able to perform tasks and respond to situations as they arise with minimal supervision
- Comfortably works with all age groups and abilities: professionals, incarcerated youth, and community members
- Demonstrates a concern for accuracy (e.g. high attention to detail during plant identification, seed processing, data entry, and spreadsheet management)
- Demonstrates a concern for effectiveness (e.g. proactively analyzes current procedures and adapts to changing needs in a timely fashion)
- Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications)
- Demonstrates integrity and ethical behavior
- Works in an economically, socially, and environmentally sustainable manner
- Displays a positive attitude toward and enthusiasm for participating on high-performance teams
- Understands and continuously learns about a broad range of issues related to habitat restoration and living resources and is able to condense that knowledge into forms that are easily understood by partners and the general public

## WORKING CONDITIONS

### WORK LOCATIONS (WHERE & GETTING THERE)

Work shall be performed in office environments and at the nursery. Office work will vary between TEP's main office in Garibaldi and TEP's nursery. (The two locations are approximately 20-minutes apart by car. Tillamook County is a small, rural community with limited bus services, but without Uber or Lyft, and extremely limited taxi service.)

**TEP's Main Office** - Located in the Port of Garibaldi. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest bus stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft).

**Nursery** – Located in the Port of Tillamook, adjacent to a minimum-security youth detention facility, the Oregon Youth Authority (OYA), Camp Tillamook Transitional Facility. Work spaces include a pole barn, green house, shade houses, an office trailer, and extensive areas exposed to the elements. Public transportation to the Port of Tillamook Bay is limited and may not coincide with the work hours required for this position. Getting between the nursery and the nearest bus stop requires moving approx. 0.2 miles through the Port (most sections of roadway do not have sidewalks). Traffic can be heavy at times with commercial semi-, delivery, and logging trucks and passenger vehicles.

**Field Locations** – Workspaces in the field may be almost entirely open to the elements. Must be comfortable working in all weather conditions, year-round throughout Tillamook County, and ready to make adaptive plans for adverse weather. Will often drive on unpaved logging roads, outside of cellular service, for seed collection and scouting. The NPS will need to be capable of navigating steep, slippery

terrain on foot. Will have access to emergency satellite communications and emergency supplies in case of breakdown but must be prepared and self-reliant to handle these situations.

## WORK HOURS (WHEN)

TEP's full-time staff typically work four 10-hour days each week, 7:00am – 5:30pm, Mondays through Thursdays. Evening and weekend work may be required occasionally to support TEP. The NPS may be eligible to work an alternative schedule in order to accommodate personal/family needs. Options include (i) an alternate four 10-hour workdays per week, Tues-Fri; and (ii) an alternate five 8-hour workdays per week, Mon-Fri.

The NPS position is eligible to work a hybrid schedule in accordance with TEP's Workplace Policies: work up to half of the regularly scheduled work hours remotely from a home office. The hybrid option is contingent upon workload and job performance and is at TEP management's discretion.

## WORK ENVIRONMENT

Work assignments may require sitting, recording and entering data, typing, bending, pulling, reaching, occasionally handling soil and fertilizer, walking/moving along uneven surfaces, lifting up to 30 pounds, and in a few instances contending with adverse weather conditions requiring special clothing and safety precautions.

At the nursery, the NPS shall engage with at-risk, incarcerated youth who are under guarded supervision by the Oregon Youth Authority (OYA).

## WORK RULES

This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, safety protocols, and standard operating procedures (SOPs). This position is subject to pre-employment background checks and periodic background checks during employment.

The NPS is expected to follow OYA safety and security requirements when at the nursery.

## WORK TRAVEL

Travel during work hours for this position will usually be less than 100 miles per month. TEP currently has two vehicles, one of which is available for occasional use by this position.

- TEP reimburses those employees who are pre-approved to drive their personal vehicles during company-related travel, excluding commuting to and from work, at the IRS standard mileage rate.

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*This document is not intended to be an exhaustive description of the NPS position. TEP management reserves the right to amend and change the content to meet business and organizational needs as necessary.*

## SALARY AND BENEFITS OVERVIEW

The salary range for this position is \$60,300 – 71,900 per year, based on a 40-hr week work schedule. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays
- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
- Professional development/training budget: \$1250 per year, funding dependent

## APPLICATION PROCESS

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages. Please include a brief description of your experience with plant propagation or wild seed collection, including the species, scale, and your role in the process.
3. Three professional references. Each reference must include the person's name, email address, phone number (if within this United States), and the person's affiliation (link to your resume).
4. In your email, please specify how you heard about the position.

Please email application materials to Claire Engelen, Plant Materials Program Manager at [info@tbnep.org](mailto:info@tbnep.org).

**Applications will be accepted until 5:00pm (Pacific Time), Friday, July 24<sup>th</sup> or until filled.** We encourage early submissions as the posting may close once a sufficient number of applications are received. Incomplete or late applications will not be considered.

TEP will review applications in late July. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is September 1st; the exact date shall be agreed upon by the successful candidate and TEP

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*Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.*

**Table 1. Preferred Species Identification List**

<b>Species Name</b>	<b>Common Name</b>	<b>Species Name</b>	<b>Common Name</b>
<i>Acer circinatum</i>	Vine Maple	<i>Penstemon serrulatus</i>	Coast Penstemon
<i>Acer macrophyllum</i>	Big-leaf Maple	<i>Physocarpus capitatus</i>	Pacific Ninebark
<i>Achillea millefolium</i>	Yarrow	<i>Picea sitchensis</i>	Sitka Spruce
<i>Allium cernuum</i>	Nodding Onion	<i>Pinus contorta</i>	Shore Pine
<i>Alnus rubra</i>	Red Alder	<i>Polystichum munitum</i>	Western Sword Fern
<i>Anaphalis margaritacea</i>	Pearly Everlasting	<i>Populus balsamifera</i>	Black Cottonwood
<i>Arctostaphylos uva-ursi</i>	Kinnikinnick	<i>Pseudotsuga menziesii</i>	Douglas fir
<i>Argentina anserina</i>	Common Silverweed	<i>Rhododendron macrophyllum</i>	Pacific Rhododendron
<i>Armeria maritima</i>	Sea Thrift	<i>Ribes bracteosum</i>	Stink Currant
<i>Arnica latifolia</i>	Broadleaf Arnica	<i>Ribes divaricatum</i>	Spreading Gooseberry
<i>Baccharis pilularis</i>	Coyote Brush	<i>Ribes lacustre</i>	Swamp currant
<i>Camassia quamash</i>	Common camas	<i>Ribes sanguineum</i>	Red-flowering Currant
<i>Carex lyngbei</i>	Lyngby's sedge	<i>Rosa nutkana</i>	Nutka Rose
<i>Carex macrocephala</i>	Big headed sedge	<i>Rosa pisocarpa</i>	Cluster Rose
<i>Carex obnupta</i>	Slough sedge	<i>Rubus parviflorus</i>	Thimbleberry
<i>Carex pansa</i>	Sanddune sedge	<i>Rubus spectabilis</i>	Salmonberry
<i>Carex unilateralis</i>	One-sided sedge	<i>Sambucus racemosa</i>	Red Elderberry
<i>Chamaecyparis lawsoniana</i>	Port Orford Cedar	<i>Schoenoplectus acutus</i>	Hardstem Bulrush
<i>Cirsium edule</i>	Edible thistle	<i>Schoenoplectus pungens</i>	American Three-square
<i>Cornus sericea</i>	Red-osier Dogwood	<i>Schoenoplectus tabernaemontani</i>	Softstem Bulrush
<i>Corylus cornuta</i>	Beaked hazelnut	<i>Scirpus microcarpus</i>	Small-fruited bullrush
<i>Crataegus douglasii</i>	Black Hawthorn	<i>Sequoia sempervirens</i>	Coastal redwood
<i>Deschampsia cespitosa</i>	Tufted Hairgrass	<i>Sidalcea hendersonii</i>	Henderson's Checkermallow
<i>Dicentra Formosa</i>	Pacific Bleeding Heart	<i>Sidalcea hirtipes</i>	Bristlystem Checkermallow
<i>Elymus glaucus</i>	Blue Wild Rye	<i>Sisyrinchium bellum</i>	Western blue-eyed grass
<i>Erigeron glaucus</i>	Seaside Daisy	<i>Sisyrinchium californicum</i>	Golden-eyed grass
<i>Eriophyllum lanatum</i>	Oregon woolly sunshine	<i>Solidago elongata</i>	Meadow goldenrod
<i>Erythronium elegans</i>	Elegant Fawnlily	<i>Solidago spathulata</i>	Dune goldenrod
<i>Frangula purshiana</i>	Cascara	<i>Sparganium emersum</i>	Unbranched Bur-reed
<i>Fraxinus latifolia</i>	Oregon ash	<i>Spiraea douglasii</i>	Rose Spiraea
<i>Fritillaria affinis</i>	Chocolate Lily	<i>Symphoricarpos albus</i>	Common Snowberry
<i>Gaultheria shallon</i>	Salal	<i>Symphyotrichum chilense</i>	Pacific aster
<i>Grindelia integrifolia</i>	Coastal gumweed	<i>Symphyotrichum subspicatum</i>	Douglas' aster
<i>Grindelia stricta</i>	Oregon Gumweed	<i>Tanacetum camphoratum</i>	Dune tansy
<i>Holodiscus discolor</i>	Oceanspray	<i>Thuja plicata</i>	Western Red Cedar
<i>Hordeum brachyantherum</i>	Meadow Barley	<i>Trifolium wormskioldii</i>	Cow's clover
<i>Iris tenax</i>	Toughleaf iris	<i>Triglochin maritima</i>	Seaside arrowgrass
<i>Juncus effusus</i>	Common Rush	<i>Tsuga heterophylla</i>	Western Hemlock
<i>Lilium columbianum</i>	Tiger lilly	<i>Typha latifolia</i>	Narrow-leafed cattail
<i>Lonicera involucrata</i>	Black Twinberry	<i>Vaccinium ovalifolium</i>	Oval-leaved blueberry
<i>Lupinus rivularis</i>	Riverside lupine	<i>Vaccinium ovatum</i>	Evergreen Huckleberry
<i>Mahonia nervosa</i>	Dull Oregon Grape	<i>Vaccinium parvifolium</i>	Red huckleberry
<i>Malus fusca</i>	Crabapple	<i>Viola adunca</i>	Early blue violet
<i>Myrica californica</i>	Pacific Wax Myrtle	<i>Xerophyllum tenax</i>	Common Beargrass
<i>Oemleria cerasiformis</i>	Indian Plum		
<i>Oplopanax horridus</i>	Devil's Club		
<i>Penstemon davidsonii</i>	Creeping Penstemon		