



**Position Title: Interim Assistant Librarian**

**Reports to: Associate Librarian**

**Hours: Part time**

**Regular or Temporary: Temporary; late-January through May 2020**

**Position category: Non-exempt**

**Salary: \$25/hour**

The mission of San Francisco Botanical Garden is to create, sustain and interpret a distinct, documented collection of Mediterranean, mild temperate and tropical cloud forest plants displayed in designed gardens and to provide a place of exceptional beauty and natural sanctuary. San Francisco Botanical Garden Society builds communities of support for the Garden and expands people's understanding and appreciation of plants.

Located in Golden Gate Park, San Francisco's unique Botanical Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth's biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion and environmentally responsible practices. We are proud to be a *public* public garden, accessible to all, and grateful to the funders who help sustain us.

The Helen Crocker Russell Library of Horticulture is northern California's most comprehensive horticultural library and one of the major horticultural-botanical libraries in the western United States. The 27,000-volume collection covers all aspects of horticulture, including gardening, garden design, botanical art, ethnobotany and pest management with an emphasis on plants grown in Mediterranean and other mild-temperate climates. The Library offers a variety of programs for children and adults, and features rotating botanical art exhibitions. Last year, the library welcomed over 11,000 visitors.

### **Position Summary**

The Interim Assistant Librarian will support the Associate Librarian in managing the Library while the Library Director is on maternity leave. The Interim Assistant Librarian serves the general public of all ages and skill levels and assists with collection development and management, including assuming primary responsibility of managing the periodicals collection.

### **Essential Functions**

- Provide reference assistance to general public, members, volunteers and staff.
- Assume responsibility for running library at least three days per week.
- Assume responsibility for periodicals collection: holdings, subscriptions, and annual binding order.
- Assist with overall development and management of library collections and programs.
- Assist with managing book sales, art receptions, benefits and other library events.
- Perform additional responsibilities as needed.

### **Qualifications and Experience**

- A Master's Degree in Library and Information Science (MLIS) from an ALA accredited program.
- Appropriate library experience.
- Knowledge of horticultural/botanical subject area is a plus.

### **Required and Preferred Skills**

- Excellent interpersonal abilities, including working as part of a team and interacting with the public.
- Strong organizational, problem-solving skills and attention to detail.
- Ability to train and supervise volunteer staff.
- Excellent reference and public service skills.
- Excellent oral and written communication skills.
- Experience with information technology and library systems.

### **Additional Expectations**

- Proposed schedule: 9:00am-4:30pm on Wednesday, Friday, Saturday, and a half day on Thursday.
- Must be able to work weekends and occasional evenings.
- Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time.
- Must be able to climb a flight of stairs and lift/carry up to 25 pounds.

**To Apply:** Email your cover letter and resume as one pdf attachment to [bkuhl@sfbg.org](mailto:bkuhl@sfbg.org) with "Interim Assistant Librarian" in the subject line.

The San Francisco Botanical Garden Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.