Position Title: On-Call Librarian
Full or Part Time: Part Time
Exempt or Non-exempt: Non-exempt
Salary: $25 per hour

About San Francisco Botanical Garden
San Francisco Botanical Garden is a well-loved community institution known for its stunning displays of more than 8,500 different kinds of plants from around the world. The Garden is a sanctuary for rare and endangered plants and is an incredible resource for learning about all living things and the importance of plants for our own survival. Because of San Francisco’s topography, its mild Mediterranean climate and coastal fog, plants from six continents can flourish here. The collections are organized primarily by geography which allows visitors to step into landscapes of other continents.

The Garden is managed through a public/private partnership between the San Francisco Botanical Garden Society and San Francisco Recreation & Parks Department (SFRPD). Last year, the Garden welcomed more than 450,000 visitors and 13,000 children for educational programs.

About the Helen Crocker Russell Library of Horticulture
Established in 1972, the Helen Crocker Russell Library of Horticulture (HCRL) is northern California’s most comprehensive horticultural library and one of the major horticultural-botanical libraries in the western United States. The 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 also features children’s programs and botanical art exhibitions.

About the Position
The On-Call Librarian supports the Library Director and Children’s Librarian in managing the Library and serving the general public of all ages and skill levels. The On-Call Librarian assumes responsibility of running the library when the Library Director and/or Children’s Librarian take vacation time, sick time, or otherwise need library coverage.

- Assume responsibility for managing library on an intermittent, on-call basis.
- Provide reference assistance to general public, members, volunteers and staff.
- Assist with development and management of library systems: books, periodicals, vertical file, nursery catalogs, and other special collections.
Additional Responsibilities

- Supervise volunteer assistants.
- Assist with managing book sales, art previews, benefits and other special events as needed.
- Learn, document, and assist in management of online catalog and other electronic resources.
- Participate in library planning and implementation processes.
- Perform additional responsibilities, as needed, to advance the mission of the organization and the Library.

Job Qualifications

**Education and experience:**
- Master’s Degree in Library and Information Science (MLIS) from an ALA accredited program.
- Appropriate library experience.
- Experience with technical services procedures using Windows-based computer systems, databases and electronic resources.
- Familiarity with horticultural/botanical subject area is favorably regarded.

**Qualities, capabilities, skills and other requirements:**
- Ability to interact with the public and volunteers; work cooperatively in a shared work space.
- Strong organizational, problem-solving skills and attention to detail.
- Ability to train and supervise volunteer staff, and delegate and coordinate their work.
- Good reference and public service skills.
- Excellent written and verbal communication skills.
- Physical demands can include loading, lifting and carrying boxes of books for sales; moving furniture to rearrange reading room for library events and regular moving of books and periodicals in routine management of library collections.

**Time Commitment**
- Ability to commit to working a minimum of 15 (fifteen) days per year.
- Schedule is on-call and intermittent; includes weekends.

How to Apply

For additional information and to apply: Email your cover letter and resume as one pdf attachment to bkuhl@sfbg.org with “On-Call Librarian” in the subject line.

SFBG hopes to fill the position as soon as possible. Interested applicants should apply at their earliest convenience. No phone calls please. San Francisco Botanical Garden is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.