OLBRICH BOTANICAL SOCIETY (OBS)  November 2018

JOB TITLE: Horticulture Librarian
Reports to: Director of Education
Employee Status: Flexible Part-time

Purpose: The Horticulture Librarian is part of the Education Department Team and works on managing and coordinating all functions of the special library collection and services, as well as assisting with programmatic and administrative support for Olbrich’s education activities designed for school groups, preK-12 community groups, youth, families, adults, and volunteers. The Horticulture Librarian provides horticulture/plant/garden information to the public and has a focus on customer service. The individual in this position helps fulfill the Olbrich Botanical Gardens (OBG) vision of being a locally treasured and globally renowned source of beauty and education celebrating the importance of plants in a sustainable world.

The Horticulture Librarian works under the direct supervision of the Director of Education.

Olbrich’s Schumacher Library houses approximately 3,500 volumes and 30 plant and garden periodicals. The library collection covers all aspects of horticulture and botany including home gardening, garden and landscape design, garden history, plant families and species, botanical art, rainforests, ethnobotany, pest management, and more, with an emphasis on plants grown in Midwestern United States and tropical and subtropical regions of the world. The children’s book collection covers plants and botany, nature, gardening, insects, and more.

The Library collection includes circulating and non-circulating materials. Olbrich Botanical Society members and volunteers may check out materials. The general public may use resources while in the Library.

Olbrich’s library educational services and activities include, but are not limited to:
- Horticulture and botany special collection for adults and families
- Garden Answer Service
- Olbrich Gardens Book Club
- Collection displays and resources for Blooming Butterflies and other exhibits and programs
- Providing bibliographies and use of collections and resource materials for ongoing Olbrich classes, tours, presentations, and drop-in activities
- Used books sales
- Responding to Olbrich Visitor Feedback inquiries
- Reading children’s books aloud during select public family and Little Sprouts programs
- Family outdoor activity packs

Responsibilities
- **Library Management (40%)** – In coordination with the Director of Education, oversee all aspects of library collections and resources, strategies, policies, and services; develop collection and services offerings to best match Olbrich’s vision, mission, and strategic, education, and facilities plans; ensure equitable access to information. Manage day-to-day operations of library and Garden Answer Service, and consult with staff to ensure coordination of services and effective use of resources. Performs a wide variety of general library work in technical and public services to assist visitors, such as cataloging, processing, circulation, shelving library materials, researching, registering users, and communicating with library users and visitors. Fulfill various administrative tasks and reporting, including data entry.

- **Visitor Services (30%)** - Maintain a high level of visitor services; assist visitors in using library collections, resources, equipment, and technologies; answering questions; creating an environment that is welcoming and conducive to empowering visitors to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

- **Supervisory Responsibilities (20%)** – Oversee volunteers and interns. Train, coach, supervise, evaluate, and schedule library volunteers and interns.

- **Additional Related Work (10%)**
  - **Collection Interpretation and Resources** – Assist with identifying and developing interpretive displays, exhibits, or resources that complement broader organizational programs, exhibitions, events or highlight library collections.
• Library and Services Promotion – Collaborate with staff marketing team to promote the library and its collections and services, and act as a positive advocate for all of Olbrich’s programs and services.
• Budget Management – Assist to develop the library budget and manage said budget throughout the year.
• Relationship Building – Assist staff in building productive relationships and collaborations with staff, public, visitors, donors, members, volunteers, and partners.
• Long-range Vision and Education Planning – Participate in the development, facilitation, maintenance, and evaluation of the Education Department’s long-range vision, goals, and activities to fulfill the Olbrich Botanical Gardens (OBG) vision and mission.

• Perform Work as Assigned.

Essential Functions
• Communication and Interpersonal Skills – Personable, professional, and proficient communicator who is diplomatic, patient, courteous, and calm. Ability to build productive and cohesive relationships and collaborations with customers, members, colleagues, volunteers, and partners. Able to write and edit letters/emails, reports, articles, and bibliographies.
• Customer and Visitor Service Skills – Effectively engage all audiences in meaningful customer and visitor service experiences, provide information and/or instruction in an articulate, professional, and confident manner. Attentive listening, problem-solving, and decision-making skills. Understanding and commitment to the service role of the library in a learner-centered environment.
• Detail-oriented – Highly attentive to detail, follow through, and problem resolution; excellent organizational, administrative, and creative-thinking skills, with a proven ability to balance the vision and mission of an institution and education department with great attention to detail.
• Confidentiality – Ability to handle and process confidential information.
• Professionalism – Ability to interact appropriately and display a confident, energetic, and positive attitude while working with general public, staff, and volunteers; competently represent Olbrich Botanical Gardens; comfortable working in a professional office environment.
• Leadership Skills – Able to successfully lead volunteers and/or interns to accomplish library goals; able to take initiative and make independent decisions on a daily basis.
• Computer Proficiency – Proficient in library collection management and Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook). Able to become competent in using collection management software (Surpass®) and user feedback software (SurveyMonkey®).
• Collection and Information Management – Working knowledge of Library of Congress classification system, professional practices of collection and information management and development.
• Project Management Skills – Able to manage projects, tasks, and people, including mentoring of staff and volunteers. Ability to work in a fast-paced environment and under pressure to meet deadlines yet remain flexible in responding to change.
• Systems Thinking Skills – Able to design and implement systems for effective process and collections management within the library and willing to understand key components of all education department processes. Able to participate in the development, facilitation, maintenance, and evaluation of the Education Department’s long-range vision, goals, and activities to fulfill the Olbrich Botanical Gardens (OBG) vision and mission.
• Organizational Skills – Able to prioritize work and meet deadlines while juggling multiple tasks and projects; planning months in advance while responding to day-to-day demands.
• Team-oriented – Able to commit to teamwork and exemplary standards and services across all levels and areas of the organization.

• Able to develop analyze and develop budgets for the library; proficient in general math and cash handling.
• Able to follow policies and procedures as outlined by Olbrich Botanical Gardens.
• Able to sit for extended periods of time, bend, stoop, reach, work with arms stretched out overhead, manipulate objects, tools, keyboard, and controls, and lift up to 25 pounds. Manual dexterity and coordination are required over 75% of the work period. Clear speech and visual acuity is needed.
• Able to submit personal information for a criminal background check.
• Personal interest in and appreciation for plants, gardening, and the natural world.
• Able to commit to the work schedule outlined.

Qualifications
• A library science degree is preferred, but direct library experience and related education may substitute for a library science degree.
• Two years, minimum, professional library experience with face-to-face service functions preferred.
• Library experience in a customer service, management or supervisory role.
• Interest in or knowledge of botany, horticulture, ecology, or life sciences disciplines desirable.
• Able to fulfill the Essential Functions listed above.

Work Schedule: This is a flexible part-time position (23 hours/week). The work schedule is Monday-Friday and includes occasional weekend and evening work times as activities and services needs dictate, with an adjusted schedule.

Compensation: Olbrich Botanical Society offers a competitive prorated compensation package, including health and dental insurance, life insurance, disability insurance, and a retirement plan. Starting hourly wage is $17-17.50/hour and will be based on experience and skills.

Olbrich Botanical Society is an equal opportunity employer.

TO APPLY: Send a cover letter, resume, and completed application form.

Application (PDF)

Submit all application materials to:

Jane Nicholson, Director of Education
E-mail: jnicholson@cityofmadison.com
Fax: 608-246-4719

US Mail/FedEx/UPS:
Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704

No telephone inquiries, please.

DEADLINE: January 4, 2019