

Library Services Manager Toronto Botanical Garden

The Organization

The Toronto Botanical Gardens (TBG) will play an important role in the 21st century with a goal of serving over one million visitors a year. Like all botanical gardens, TBG is a public institution best positioned to provide education, knowledge and understanding of the world of plants and their importance to thriving healthy ecosystem for all other life forms on earth. TBG has embarked on an exciting landmark expansion project to achieve world-class excellence in education, conservation, research and horticultural displays across an expanded 35-acre footprint adjacent to one of Toronto's most extensive urban ravine system.

Toronto Botanical Garden is a registered charitable organization, governed by a Board of Directors.

Our Mission

Toronto Botanical Garden connects people to plants, inspiring us to live in harmony with nature.

Our Vision

Toronto Botanical Garden will be renowned for its display of nature's beauty and as a dynamic hub for plant-centered learning, conservation and research.

Scope of Position

Reporting to the Director of Education, the Library Services Manager is responsible for managing the resources of the Weston Family Library to advance TBG's mission. The chief responsibility of the Library Services Manager is to advance the Library's position as a vital resource for the garden's staff, members, volunteers and visitors.

With an institutional focus on wider coordination of knowledge resources and organizational data, duties are not strictly limited to the traditional library but extend to data and document management, digital asset management, and knowledge management.

Position Summary

Reference and Research

- Provides reference and research services to TBG staff, members, volunteers and visitors in person, by phone and via email.

Collection Development and Maintenance

- Develops, maintains and expands the library's collections and secures appropriate online databases and products.
- Facilitates public interface with Koha ILS, implementing orientation and training to volunteers and library users.
- Establishes and enhances partnerships with other libraries or horticultural societies to expand TBG collections.
- Supervises a periodic inventory of the collections, monitors notifications to library users, and ensures library statistics are recorded and analyzed.
- Liaises with other professional librarians and stays familiar with current library literature and standards.
- Develops collections policies to guide accessions and deaccessions of books and periodicals.
- Ensures that library policies and operations meet the high standards of other horticultural and special libraries.

Archives and Records Management

- Maintains the institutional archives of the TBG and enhances organizational knowledge management.
- Accessions, arranges, and catalogues new collections to the archives as they become available.
- Maintains TBG's Document Retention Policy and assists staff members with document retention decisions.
- Enhances TBG's organizational knowledge management.

Volunteer Management

- With the assistance of the Head of Volunteer Services, recruits, trains and supervises library volunteers in the areas of circulation, collections management, cataloguing, research and archives maintenance.
- Recruits, trains, supervises and evaluates student interns.

Technology

- Researches, recommends and ensures the library maintains up-to-date technologies, practices and procedures.
- Manages the selection, maintenance, troubleshooting and day-to-day maintenance of library computer equipment, printer and automated systems.
- Administers the library catalogue/circulation automation systems (Koha ILS) and oversees imports of new TBG members into Koha.
- Develops and maintains TBG's Digital Asset Management System for image, video, and other born-digital assets.
- Works with other departments to enhance data interoperability and integrity.

Finances and Reporting

- Develops and manages the annual budgets for the library and interpretation programs.
- Assists with grant research, writing and reporting.
- Orders library supplies for book processing, general office and computer needs.
- Tracks and analyzes monthly library statistics and prepares library reports.
- Generates revenue through the collection of fines for overdue and lost items.

Programs

- Coordinates TBG's art exhibitions.
- Assists with TBG's educational programs where appropriate.
- Develops and runs library programs when appropriate.

Other Duties

- As assigned

Key Qualifications

- Minimum five years of professional library experience, preferably in a special library
- Hands-on experience with reference service to a diverse clientele
- Experience with library web applications
- Volunteer management experience
- Collections development and cataloguing and/or archival processing experience.
- A sound knowledge of current and emerging practices and trends in the use and integration of technology to deliver information resources and services, including Web 2.0 technology.
- Highly developed oral and written communication skills
- Proven facility with Microsoft Office and database applications, particularly Koha ILS.
- Ability to work occasional irregular hours will be required including some evenings and week-ends

Education and Professional Qualifications

- Master's degree in Library and Information Science or equivalent
- Gardening and scientific botanical knowledge an asset

Personal Attributes

- Good interpersonal and communication skills

- Excellent interpersonal relationships and strong collaboration skills with all key stakeholders which include staff, members, donors and volunteers
- Strong customer service mindset and attitude
- Creative and outside the box thinker – able to see/develop new directions and opportunities
- Attention to detail, responsive and adherent to deadlines
- Excellent time management, organization and planning skills
Demonstrated ability to work independently and to take initiative
- Strong sense of accountability, commitment towards measuring outcomes and ability to work in a results-oriented culture
- Demonstrated ability to think strategically and manage competing priorities
- Maintains and communicates a positive attitude, exercising diplomacy, confidentiality and good judgement

Location

North Toronto

777 Lawrence Avenue East

Application for Consideration

Please send your resume and cover letter outlining your interest in this role to:

HR@torontobotanicalgarden.ca.

Committed to employment equity, Toronto Botanical Garden encourages applications from Indigenous people, people with disabilities, members of visible minority groups and women.