

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY
عضو في مؤسسة قطر
Member of Qatar Foundation

1. Job Details:

Job Title:	Information Services Librarian - Children's Services	Reports to:	Head of Childrens Services
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2. Job Purpose:

To participate in developing, implementing, and assessing programs, services, and collections for children ages 0-11.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:					
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS

- Plan, present, and evaluate early literacy story times, programs, activities, and workshops for children ages 0 – 5 and their parents, caregivers, and educators
- Plan, present, and evaluate programs, activities, and opportunities for ages 6-11 that encourage reading, learning, and creativity to develop lifelong learners and innovators
- Assist children, parents, caregivers, and educators with their reference, informational, and reader's advisory requests
- Develop and provide outreach services to schools and other groups or organizations serving families and children
- Develop displays in order to highlight and interpret the library's collections and services
- Continuously explore new applications of pedagogy and technology in order to design and deliver active learning, critical thinking and learner collaboration
- Serve on designated committees throughout the library
- Participate in outreach programs to support research, education and community needs
- Contribute to the profession by publishing, presenting and / or participating in professional organizations
- Keep abreast of developments, trends and issues in all areas of responsibility
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Must adhere to all applicable QF and Library Policies & Procedures and must ensure all policies and procedures comply with global standards and best practices. Must ensure that all library technology activities within the Qatar National Library conform to relevant legislation, such as data protection, copyrighting, etc. Work is in a multicultural office and library environment. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements.

6. Communications and Working Relationships:

- Head of Childrens Services – regular contact to report on work progress, and to receive assignments and direction

Information Services Librarian – Children’s Services

- Senior Information Services Librarian (Children’s Services) – frequent contact for collaboration on section work, including public programs
- Library Information Technology staff – consultation and assistance as needed to meet IT needs
- Technical Services staff – regular contact on fund accounting, acquisitions and cataloguing
- Administration and Planning staff – regular contact on communications and financial reporting
- Library partners / stakeholders – contact as needed on integration of information literacy skills and collection needs
- Faculty, researchers, educators, students and general public – frequent contact on user needs

7. Problem Solving & Complexity:

Able to identify issues and to use sound judgment in applying expertise and experience to resolve a range of problems, from moderately complex to very complex.

8. Decision-Making Authority & Responsibility:

This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion. Major decisions are referred to the Head of Childrens Services.

9. Minimum Knowledge, Skills & Experience:

- Master’s degree in Library or Information Science accredited by the American Library Association or foreign equivalent, and a Bachelor’s degree in a discipline related to children
- 2 years of professional library experience
- Strong interpersonal, communication and presentation skills in both oral and written English and Arabic. (Native speakers of Arabic are required to have high IELTS or TOFEL scores)
- Good interpersonal and people skills and the ability to work effectively both independently and within a team
- Proficiency in MS Office applications