

# Job Description



## 1. Job Details:

|                   |   |                    |                                |
|-------------------|---|--------------------|--------------------------------|
| <b>Job Title:</b> | Senior Information Services Librarian –<br>Preschool Children | <b>Reports to:</b> | Head of Children's<br>Services |
|-------------------|---|--------------------|--------------------------------|

## 2. Job Purpose:

As a team leader, to utilize specialized experience and knowledge of children's developmental, psychological and information needs to develop, implement and assess programs, services, and collections for children ages 0-5 as well as their parents and caregivers.

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

|  |   |                           |   |
|--|---|---------------------------|---|
| <b>Annual Operating Budget/Project Budget/Sales Revenue:</b> |   |                           |   |
| <b>Number of Staff Supervised:</b>                           | 0 | <b>Direct Reports:</b>    | 0 |
|  |   | <b>Contractor/Others:</b> | 0 |

## 4. Key Result Areas:

### KEY RESULT AREAS

- Plan, present and evaluate programs, activities and workshops to encourage literacy, learning and creativity for preschool children, ages 0-5 and their parents and caregivers
- Assist this age group with their reference, informational and reader's advisory requests through regular shifts in the Children's Library
- Develop, provide and participate in outreach services
- Develop the library collection in assigned subject areas by searching for, identifying, evaluating and selecting relevant resources in all formats through the application of standard library collection development methodologies in conjunction with the Collection Development policy and library procedures
- Develop print and virtual resources to support teaching and learning activities and for self-directed learning opportunities
- Maintain regular interaction with faculty, researchers, students and the general public to determine user needs
- 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:

## Senior Information Services Librarian – Preschool Children

- Head of Children’s Services – regular contact to report on work progress, and to receive assignments and direction
- All Information Services staff assigned to Public Services – on operational matters such as trends, training, funding allocations, evaluation, etc.
- Technical Services staff – regular contact on fund accounting, acquisitions and cataloguing; the ERM Librarian for access issues and statistics; the Database Licensing and Copyright Librarian for licensing issues
- 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:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

### 8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight
- Major decisions are referred to the Head of Reference Library Services.

### 9. Minimum Knowledge, Skills & Experience:

- Master’s degree in Library or Information Science accredited by the American Library Association or foreign equivalent
- 3 years of professional experience in a large metropolitan public library, preferably in children’s services
- Knowledge of current and emerging trends in childhood development and literacy
- 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)
- Proficiency in MS Office applications