

# Job Description



مكتبة قطر الوطنية  
QATAR NATIONAL LIBRARY

## 1. Job Details:

<b>Job Title:</b>	Information Services Librarian	<b>Reports to:</b>	Children & Young Adults Manager
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## 2. Job Purpose:

To participate in developing, implementing, and assessing programs, services, and collections for children & Young Adults

## 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>	n/a				
<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, conduct and evaluate creative programs for infants, children, young adults and families that encourage lifelong learning.
- Plan, conduct and evaluate workshops and lectures for parents, caregivers and educators that support child development and learning.
- Assist in developing and highlighting the Library's print and online collections for children and young adults, as well as maintaining the functionality of the library space.
- Assist children, parents, caregivers and educators with their reference and information needs.
- Develop and participate in outreach programs to advocate for the Library's services and provide informational support to schools and organizations serving families and children.
- Develop displays in order to highlight and interpret the library's collections and services.
- Explore new applications of technology to design and deliver active learning opportunities for children, their parents and caregivers, and educators.
- Serve on library committees.
- Contribute to the profession by publishing and presenting on the Library's children's and young adults' services and practices.
- 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:

- Children's & Young Adults' Manager: regular contact to report on work progress and receive assignments and direction.
- Senior Information Services Librarians and Information Services Librarians: regular contact to work on shifts, programs, reference services and all other tasks related to the department.
- Different departments within the Library: collaboration and updates.
- Infants, children, young adults, families, caregivers, educators and all other members of the general public: frequent contact while providing the Library's different services.

**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 Children & Young Adults Manager.

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

- Bachelor's degree in a discipline related to child development or education; a master's degree in Library and Information Science is preferred.
- 3-5 years of professional experience in a library or profession serving children and/or families.
- Strong commitment to working collaboratively across departments and excellent oral and written communication skills in both English and Arabic.
- Experience in creating programs and services appropriate for children and young adults.
- Good interpersonal skills and the ability to work effectively both independently and within a team.
- Proficiency in MS Office applications.