

Job Description



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

1. Job Details:

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| Job Title: | Executive Director of Qatar National Library | Reports to: | Executive Committee Qatar National Library |
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2. Job Purpose:

To ensure the development, operations and sustainability of the state-of-the-art, Qatar National Library (QNL) as a tri-functional national library, research / university library, and metropolitan public library.

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

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|---|---------|--------------------------|--|------------------------------|-----|
| Accountability for annual operating budget / Project budget / sales revenue: | | | | | |
| Nature of financial accountability: prime | | | Magnitude of financial accountability: | | |
| # staff supervised: | 222-302 | # direct reports: | 6 | # contractors/others: | TBD |

4. Key Result Areas:

KEY RESULT AREAS

- Assumes full responsibility for administration of the QNL within the framework of Committee-approved By-laws, QNL Mission Statement, policy manual and budget; ensures that all Library operations are in compliance with the requirements of Qatari law and QF policies & procedures.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the QNL's mission statement and operating policies; studies, plans and implements development of library services to meet present and future community needs.
- Develops and supports efforts necessary to maintain a library, responsive to the community's research, educational and public needs.
- Organizes & plans content for QNL Executive committee meeting agendas in consultation with the Board Management Office (BMO); reports to the Committee, provides information as needed and receives direction on general strategy and the Library business plan.
- Works with the Executive Committee in carrying out QNL business, including leading in the formulation of policies for QNL's goals and objectives, keeps the committee updated on progress of QNL business.
- Regular evaluation of the Library policies, management and operational systems and programs that supports the mission of the QNL and reflects the needs of the community.
- Leads and oversees operations; directs and participates in personnel related actions including as hiring, termination, assignment & evaluation; promotes Qatarization and supports development of Qatari National talent.
- Prepares estimates of the annual budget to obtains necessary approval.
- Directs and controls the expenditure of fund allocations within the framework of the approved budgets.
- Oversees the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Advocates and promotes the library profile across the academic and public community; establishes and maintains internal and external relationships in order to ensure effective communications of Library programs and resources; represents the Library at public events to publicize its objectives, activities and services; and monitors public perceptions of the library and its services; responds to patron complaints and public opinion of the library.
- Oversees the selection, acquisition, and processing of library materials to meet research, educational and public needs within the structure of library selection policies and approved budgets.
- Maintains membership and networking in national, regional and international library organizations,
- Establishes strategic partnerships with related entities and institutes within Education City and across Qatar at large.
- Other tasks included in the appendix and relevant task as assigned by the Executive Committee of QNL.