



Job Description

1. Job Details:

Job Title:	Senior Collection Specialist	Reports to:	Head of Children
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2. Job Purpose:

The role of a senior collection specialist is to manage, update, and develop collections of books (both print and digital), of the children and young adult libraries. Responsibilities will include collaborating with staff members, managing a budget, and making recommendations on new resources based on patron needs and library collection gaps. Other duties includes reporting usage as well as managing issues arising from the collection.

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:	N/A				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS

- Advise and facilitate objective setting; strategic planning; evaluation for the collection development activities of the Children and Young Adults library; and the development of policies & procedures – including collection performance, liaison activities, etc
- Adhere to best practices and professional guidelines to achieve high levels of customer service and satisfaction
- Facilitate effective departmental participation in collection development process
- Follow up with users suggestions, complaints and reviews related to the library's collection
- Developed promotional activities, such as library displays, postings on social media, etc., to promote library collection to families, the education community, and the general public
- Supervise the development of multilingual physical and virtual collections related to disciplines that concern children and young adults
- Handle all issues related to the collection (sensitive, damaged, missing, requiring review etc..)
- Participate in creating and handling the weeding policy of the department
- Develop strategies to highlight as well as monitor the development of Arabic language collections
- Recommend and monitor fund expenditures, evaluate collection use, staff selections, and anticipate future needs
- Inspect collection usage; prepare related presentations and statistical reports and set collection maintenance goals
- Review and recommend electronic resources in collaboration with relevant staff;
- Ensures regular two-way communication with staff about collection needs
- Ensure that displays highlight and meaningfully represent collections
- Conduct programs to highlight and encourage usage of the print and digital collection
- 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:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. 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. Regularly-scheduled evening and weekend shifts is required.

Senior Collection Specialist

6. Communications and Working Relationships:

- Manager of Children and Young Adults
- Head of Children and its team, and Head of Young Adults and its team
- Collection Development Manager
- General public and educators – frequent contact on user needs, programs needs, etc..

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

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Library Science
- Minimum of 4-6 years of professional library experience and collection development
- Strong interpersonal, communication, and presentation skills in both oral and written English. The ability to communicate in Arabic is also a requirement.
- Proficiency in MS Office applications and library systems (Sierra and Encore)