

### 1. Job Details:

<b>Job Title:</b>	Senior Information Services Librarian	<b>Reports to:</b>	Public Services Manager
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### 2. Job Purpose:

As a Team Leader, this position will mentor staff, develop and coordinate programs and services, and participate in the activities of the Science and Technology Team in order to foster excellence in Reference, Collections and Programs. The position will assist in developing, implementing and assessing the Qatar Reference Service through reference and reader's advisory services. The position is responsible for ensuring all Science and Technology collections meet user needs as well as for collection management in an assigned subject area. As well, the position will provide literacy and learning opportunities through the development of innovative content and promotional activities for research, education and the general public. Regularly scheduled evening and weekend work will be required.

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

**Accountability for annual operating budget / project budget / sales revenue: 0**

<b># staff supervised:</b>	0	<b># direct reports:</b>	0	<b># contractors/others:</b>	0
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### 4. Key Result Areas:

#### KEY RESULT AREAS

- Mentor staff, develop and coordinate programs and services, coordinate and participate in the work of the Science and Technology discipline team in order to create an integrated approach to Reference, Collections and Programs.
- Assist in developing, implementing and assessing the Qatar Reference Service through regular shifts in the Learning Commons, by reference, and through individual office consultations.
- Provide information literacy and learning opportunities to researchers, educators and the general public.
- Develop the library collection in assigned subject areas by searching for, identifying, evaluating and selecting relevant materials through the application of standard library collection development methodologies in conjunction with the Collection Development policy, the Internal Library Collections Committee (this position is a sitting member of the committee) 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.
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- Participate in outreach programs to support research, education and community needs.
- Contributes to the profession by publishing, presenting or participating in professional organizations.
- Keep abreast of developments, trends and issues in all areas of responsibilities.
- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.
- This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position.

### 5. Operating Environment, Framework & Boundaries:

The incumbent will be located in the Qatar National Library, with substantial interaction with faculty, researchers, educators, students and the general public from multi - cultural backgrounds. The

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incumbent must abide by QF and QNL rules and regulations. He/she may be required to walk around the library to assist users.

### 6. Communications and Working Relationships:

- Head, Research and Instruction - on work progress, assignment and feedback
- Humanities Information Services Librarians - on coordination of section work processes, public programs
- Technical Services staff- for fund accounting, acquisitions and cataloguing issues
- Library Information Technology staff - on hardware, software, website, connectivity and technology issues, needs and planning
- Administration and Planning staff- for communications and financial reporting issues
- Library partners/stakeholders - on integration of information literacy skills, collection needs
- Faculty, researcher's students and general public- on user needs.

### 7. Problem Solving & Complexity:

- This is a professional position, which requires expertise and knowledge in a wide range of subjects and professional interests gained through academic studies and experience. In addition, he/she requires knowledge of the theory of Information Literacy, Reference Services, curriculum development and pedagogy to build programs and services.
- The position requires an advanced level of knowledge of the assigned subject level, its literature and practice.

### 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.

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

- Master's degree in Library or Information Science accredited by the American Library Association or foreign equivalent. A Bachelor's Degree in Science or work experience in a Science Library is an asset.
- 3 years of progressively responsible experience in Information Services and Collections
- Team leadership and facilitation skills.
- Strong interpersonal communication and presentation skills in both oral and written English.
- Arabic language skills will be an asset.
- Good interpersonal skills and the ability to work effectively both independently and within a team.