

Job Description

1. Job Details:

Position Title:	Information Services Librarian – Teen Services	Division/Center:	Qatar National Library
Reports to:	Head of Children’s Services	Department:	Public Services

2. Job Purpose:

This position will utilize specialized experience and knowledge of teen developmental, sociological, and informational needs to participate in developing, implementing, and assessing programs, services, and collections. The position will provide literacy and learning opportunities through the development of innovative content, programs, and promotional activities for tweens, teens and new adult ages 11-22. Regularly scheduled evening and weekend work will be required.

3. Job Dimensions:

Annual Operating Budget/Project Budget/Sales Revenue:				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:

4. Key Result Areas:

KEY RESULT AREAS

- Plan, present, and evaluate programs, activities, and workshops for tweens, teens and new adults.
- Assist this age group with their reference, informational, and reader’s advisory requests through regular shifts in the Teen Area.
- Plan, present, and evaluate programs, activities, and opportunities for ages 11-22 that encourage reading, learning, and creativity to develop lifelong learners and innovators.
- Develop, provide and participate in outreach services to schools and other groups.
- 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 and library procedures.
- Develop print and virtual resources to support literacy, reading, and teaching and learning activities.
- Maintain regular interaction with this age group, parents, and educators 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.
- 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

10 October 2013

Senior Information Services Librarian – Teen Services

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 a requirement to interact with and support both academic and public library users in a multicultural environment. The incumbent must abide by set program standards as well as QF and Qatar National Library policies and procedures.

6. Communications and Working Relationships:

- Head, Children's Library Services – on work progress, assignment, and feedback
- Teen Services and Children's Library Services Information Services Librarians – on coordination of section work processes, public programs
- Technical Services staff – for fund accounting, acquisitions and cataloguing issues
- Administration and Planning staff – for communications and financial reporting issues
- Web Librarian – on usability of library website, content issues
- Library partners/stakeholders – on integration of information literacy skills, collection needs
- Faculty, students, and general public – on user needs.

7. Problem Solving & Complexity:

This is a professional position which requires expertise and knowledge in the areas of user education; teen literacy; teen literature; collection development; library youth services and programming; reference service; and reader's advisory. In addition, the position requires knowledge of trends in developmentally appropriate practices; emerging digital library technologies; and electronic resources.

8. Decision Making Authority & Responsibility:

The incumbent makes day to day operational decisions regarding the work allocation. The incumbent makes independent decisions on the acquisition of materials up to a maximum of 5,000 QR. Any major decisions are made in consultation with the supervisor.

9. Knowledge, Skills & Experience:

- Masters degree in Library or Information Science accredited by the American Library Association or foreign equivalent.
- Strong interpersonal, communication and presentation skills in both oral and written English. Arabic language skills will be an asset.
- Good interpersonal and people skills and the ability to work effectively both independently and within a team.