HEAD OF THE CENTRAL LIBRARY (GRADE A2/A3), DOCUMENTATION RESOURCES MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 14 December 1992

Duties:

1. Manages the Central OECD Library functions and services, including acquisitions, processing, reference services, bibliographic research and circulation with respect to all monograph and serial publications, microform materials, computerised databases and other collections.

2. Is responsible for the management of the acquisition, processing and circulation of externally acquired information materials, in document or electronic form, required by the Organisation’s activities.

3. Participates actively in the current project relating to the modernisation of the library functions, including:
-- Provision of automated database resources for access to on-line bibliographic and specialised information sources;

-- Automation of acquisition, processing, circulation and other functions, to enhance the efficiency of information services offered to the Organisation.

4. Maintains necessary contacts with libraries, documentation centres, database providers (both commercial and other international agencies). Ensures close co-ordination with other OECD libraries, documentation services, and user groups.

5. Plans the budget for the Library, organises and manages the acquisition of library materials, within the limits of the appropriations available.

6. Supervises the activities of the Library staff; ensures that the Library personnel are trained appropriately and are knowledgeable with respect to modern library methods and collections; periodically evaluates staff performance.

Principal qualifications:

1. University degree in Library Science and proven experience in the management of a library specialising in the fields of economics and social sciences or equivalent training and experience.

2. Good knowledge and experience of electronic data processing and database provision in the field of library science. Good knowledge of hardware and software which exists specifically for library functions.

3. Ability to develop and maintain professional relations with other national and international libraries and universities, and with OECD Library users.

4. Ability to direct and supervise numerous staff members.

5. Excellent knowledge of French and English and knowledge of a third language (German, Spanish or Italian) would be an advantage.