DEPUTY TO THE HEAD OF THE LIBRARY (GRADE B5), DOCUMENTATION RESOURCES
MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 14 December 1992

Duties:

1. Assists the Head of the Library in managing the service (human resources, budgetary and technical matters). Replaces the Head of the Library when absent.

2. Supervises the technical tasks of the Library’s units:

   - Budget and acquisitions;
   - Documentary processing, management of periodicals;
   - User services and reference room;
   - Management of collections.

The post-holder sees to the satisfactory performance of these units, suggests methods and techniques to be used, and controls the good quality of work done (cataloguing, loans, recording and circulation of periodicals, etc.).
3. Acts as database manager for the network of OECD libraries (on Multilis) and, in this respect, is responsible for:

- ensuring coherence and quality of files through regular maintenance and security controls;
- contacts between producer and supplier of software and liaison with the Directorate for Computers and Communications;
- co-ordinating activities on the Multilis OECD network;
- promoting the use of the database by means of demonstrations, training, etc.

4. Co-ordinates the setting up and use of new documentary technologies (external databases, CD-ROMs, etc.).

5. Supervises the subject cataloguing of documents and participates in the updating process of appropriate documentary terms within the OECD (Macrothesaurus).

6. Keeps abreast of developments in the documentary field, contributes to the ongoing training of the Library staff, evaluating appropriate software.

7. Carries out other tasks as required.

Principal qualifications:

1. Diploma in Library Science or Documentation, or equivalent experience.
2. Very good knowledge of international bibliographical standards.
4. Previous experience in library management is highly desirable.
5. Well developed communications and staff management skills.
6. Very good knowledge of the two officials languages of the Organisation (English and French). Knowledge of other languages would be an advantage.