



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of Canadian parliamentary democracy. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients with whom we work, and Canadian society as a whole.

Our **Information and Collection (IC)** Service provides high-quality, substantive and timely information, reference and documentation services to parliamentarians and their staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Metadata and Taxonomy Librarian**.

The Metadata and Taxonomy Librarian is responsible for developing, evaluating and making recommendations for the smooth implementation and use of the metadata describing the Library's resources. The incumbent proposes new practices in order to better manage and apply the vocabularies adopted within the metadata. The incumbent is also responsible for developing a bilingual subject taxonomy that is used to describe various resources. The incumbent works with multidisciplinary teams, acts as an expert and shows leadership in developing policies on metadata and taxonomy to describe the Library's resources. The incumbent plays a key role in advising the manager of the Information Description section on developing and defining the regular evolution of the metadata in a traditional cataloguing environment and in various Library of Parliament products.

METADATA AND TAXONOMY LIBRARIAN INFORMATION DESCRIPTION / INFORMATION AND COLLECTION

Indeterminate Position

(LS-3: \$81,470-\$97,431) *

(Bilingual staffing – imperative: CBC/CBC)

Note: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region

* The salary scale is based on 2019 rates.

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Knowledge of standards, codes and protocols used in standardized description and metadata.
- Knowledge of RDA, Library of Congress Subject Headings (LCSH), Canadian Subject Headings (CSH), Répertoire de vedettes-matière de l'Université Laval (RVM), Library of Congress classification, and MARC coding.
- Knowledge of best practices and standards related to information system interoperability.
- Knowledge of non-MARC metadata schemas
- Knowledge of the Library of Parliament's products, services and publications

To be considered, candidates must have:

- A Master's degree in Library Sciences or in Information Studies or in Library and Information Sciences from a recognized university.
- Experience in the standardized description of resources and the use of controlled vocabularies.
- Experience with metadata schemas and the development of related vocabularies.
- Experience working with an integrated library system.
- Experience with database maintenance and authority control.

Asset(s):

- Experience in project management, follow up and quality control.
- Experience with taxonomy management software.
- Experience with electronic records management systems.
- Experience with delivering information sessions, seminars, or workshops.
- Experience with developing training material and documentation.

Candidates retained in this selection process will be required to obtain successfully:

- A second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A pre-employment screening

Additional Information:

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may include a second-language evaluation, a written qualifying exam, and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- The vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Only those legally permitted to work in Canada can participate in this selection process.

Apply no later than 30 October 2023 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position.

Please quote your **full name and 23-LOP-49** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at LOPCareers-CarrieresBDP@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
