



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of Canadian 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, learning opportunities to support professional and career development, competitive salaries, and more!

Our **Information and Document Resource Service (IDRS)** provides high-quality, substantive and timely information and documentation to Parliament and its 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: **Integrated Library Systems Officer**.

The **Integrated Library Systems Officer** provides expert technical support for the operational performance and maintenance of the Integrated Library System (ILS), ensuring its efficient and effective operation, and works closely with the Integrated Library Systems Librarian to control and operate system capabilities.

INTEGRATED LIBRARY SYSTEMS OFFICER
INFORMATION DESCRIPTION
INFORMATION MANAGEMENT AND DESCRIPTION
INFORMATION AND DOCUMENT RESOURCE SERVICES

Indeterminate (Anticipatory Staffing)

LT-5 (\$66,121 – \$76,011)

(Bilingual staffing – imperative: CBC/CBC)

NOTE: This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions at the Library of Parliament that require similar knowledge or competencies.

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 library methods and practices for operating and maintaining an integrated library system
- Knowledge of MARC coding, RDA and LC classification

- Knowledge of the Library of Parliament's structure, mandate, vision, programs, services and strategic priorities

To be considered, candidates must have:

- A library technician diploma or equivalent from a recognized post-secondary institution or an acceptable combination of a university degree and relevant experience
- Experience working with an integrated library system
- Experience providing technical support, training and advice to system users

Asset:

- Knowledge of computer concepts related to networks, codes, exchange protocols, internal database structures, and operating systems and their components, such as HTML, XML and others
- Knowledge of cataloguing and different library standards

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

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

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service and the Office of the Parliamentary Budget Officer.
- This selection process will include a second language evaluation 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 on to the next stage of the selection process.
- 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.
- Education and experience requirements will be used to determine which candidates will 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.
- 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 we live in and work in, the clients we work with, and Canadian society at large.

- Must be legally allowed to work in Canada.

Apply no later than August 13, 2021 – 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 **Staffing Process 21-LOP-203** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

By fax: 613-995-9582

By mail: 50 O'Connor Street
Library of Parliament
Human Resources Directorate
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 343-542-4836 or LOPCareers-CarrieresBDP@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.