



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, 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: **Technician, Resource Access Services**.

The Technician, Resource Access Services, is part of a team facilitating access to the Library's print and electronic collections and providing circulation, interlibrary loan and document delivery services. The duties of the incumbent include the following:

- enforcing policies and procedures pertaining to various kinds of loans and the systems that support them;
- contributing to systems updates and configurations, data maintenance and quality assurance to ensure that the integrated library system accurately reflects Library holdings and provides seamless access to Library resources;
- developing guides, preparing reports, and monitoring the validity of data in the systems and web pages for which the team is responsible; and
- facilitating client access to information resources and acts as a client resource person for issues related to the circulation and collection use policy.

Technician, Resource Access Services

Resource Discovery and Access Information and Document Resource Service

***Determinate / Acting / Assignment / Secondment Position
(until March 2019 with possibility of extension)
Indeterminate Anticipatory Staffing***

LT-04 (\$58,881 – \$67,324)
(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 requiring similar knowledge or competencies.

Our ideal candidates demonstrate the competencies listed in the [Research, Analysis and Library Specialists Group \(sub-Group A\)](#).

For the purposes of this selection process, the following knowledge criteria will be evaluated:

- Knowledge of integrated library systems, client relationship management systems and/or interlibrary loan management systems and how these systems support client services
- Knowledge of policies and operational procedures in special libraries

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 in providing superior client service
- Experience working in a library in reference, circulation or technical services would be an asset

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, an interview, and may include a written qualifying exam. 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.
- 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.



LIBRARY of PARLIAMENT

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- 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.
- The Library of Parliament is committed to employment equity.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

Apply no later than 31 July 2018 (*application date amended*) – 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 18-LOP-40** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: lopres@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 613-617-0943 or lopres@parl.gc.ca.

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