



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, 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: **Media Resources Technician**.

The Media Resources Technician selects, acquires, organizes, monitors and maintains access to Library media resources in order to offer clients non-partisan, confidential and bilingual reference services under the supervision of the Manager, Continuing and Media Resources.

## Media Resources Technician

### Collection Strategy and Development Information and Document Resource Service

#### *Indeterminate Position*

**LT-4\* (\$58,881–\$67,324)**

(Bilingual staffing – imperative: CBC/CBC)

\* Rates of pay indicate economic increases up to 2016

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

**To be considered, candidates must have:**

- A Library Technician diploma or an acceptable combination of relevant education, training and experience  
\*Please note that candidates who anticipate graduating in the spring of 2020 or earlier may be considered
- Experience working with integrated library systems and a variety of computing platforms, applications and search tool interfaces

**The following knowledge criteria will also be evaluated:**

- Knowledge of library methods and practices pertaining to acquisitions, bibliographic verification and collection processing
- Knowledge of publication methods and billing practices of publishers and suppliers
- Knowledge of the Canadian parliament and current affairs

**The following knowledge criteria will be considered an asset:**

- Knowledge of authorized and prohibited uses of physical and digital material as permitted by copyright law and/or licence conditions
- Knowledge of Canadian and current affairs programming in English and French available through television, radio and internet sources

**Operational Requirements:**

- Willing and able to work during core hours of work – 8:30 a.m. to 5:00 p.m.

**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, 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.
- 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.



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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.

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**Apply no later than 17 November 2019 – 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 19-LOP-387** 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](mailto: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 613-797-9238 or [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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