



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, 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: **Preservation Technician**.

The **Preservation Technician** contributes to the development, maintenance, and long-term access of Library of Parliament collections of historical value by identifying content, by monitoring condition, and by recommending and applying preservation measures under the supervision of the Manager, Preservation. The collections include significant historical material of a primarily documentary nature, with a growing collection of electronic content and a small collection of moveable heritage assets.

PRESERVATION TECHNICIAN

PRESERVATION

COLLECTION ACCESS AND PRESERVATION INFORMATION AND DOCUMENT RESOURCE SERVICE

Determinate / Acting / Assignment / Secondment Position until September 2022

LT-4 (\$62,179–\$71,095)

(Bilingual staffing – imperative: BBB/BBB)

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 preservation methodologies and best practices for both digital and print assets

- Knowledge of preservation or information/records management tools and methodologies, such as tracking assets using an electronic document and records management system, or the application of preservation metadata or a records classification system
- Knowledge of parliamentary publications, their use, and their interrelationships

To be considered, candidates must have:

- A library technician diploma or an acceptable combination of education and relevant experience
- A minimum of 2 years of experience working in a team environment in a library or information management setting

Assets:

- Experience working with collections of rare books or art and artefacts
- Experience with the creation and publication of content for social media platforms such as Twitter and with the management of social media accounts
- Experience in using digitization equipment and/or photo editing software such as Photoshop
- Experience with OpenText Content Server

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

- A successful second-language evaluation (Bilingual staffing – imperative: [BBB/BBB](#))
- 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.
- 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 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.
- 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 13 October 2020 – 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 20-LOP-136** 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.