



LIBRARY OF PARLIAMENT
BIBLIOTHÈQUE DU PARLEMENT

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, a 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)** 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: **Library Technician – Preservation.**

The incumbent is responsible for helping maintain, monitor and preserve the Library's physical and digital collections. Specifically, they are responsible for the daily processing of tabled documents. As well, the incumbent verifies the quality and accuracy of the collection of historical parliamentary publications. The incumbent participates in special projects related to preservation and heritage asset management working with other team members.

**Library Technician – Preservation
Information and Collection**

Indeterminate Position

LT-4 (\$70,175 - \$80,238)

(Bilingual staffing – imperative: BBB/BBB)

Note: This position is not eligible for regular telework. The location of work is on-site at Library of Parliament workplaces located in the National Capital Region.

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 methods and practices pertaining to preservation and handling of print materials
- Knowledge of collection management best practices
- Knowledge of parliamentary publications (*Debates, Journals, etc.*)

To be considered, candidates must have:

- A library technician diploma or diploma in a related field, or a diploma from a recognized post-secondary institution with relevant experience.
- Experience working with multiple library platforms, applications and search tools.
- Experience working with a variety of print and digital materials

Assets:

- Knowledge of the legislative process and/or parliamentary history
- Knowledge of library standards of bibliographic information
- Knowledge of Excel and other tools to manage large datasets

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

- A second-language evaluation (Bilingual staffing – imperative: [BBB/BBB](#)).
- 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 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.

- 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 7 April 2024 – 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-534** 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.
