



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!

The Library 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.

Our **Information and Document Resource Services (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: **Metadata Technician**.

The **Metadata Technician** is responsible for providing access to library materials in all formats (including print, non-print, serials and electronic formats) through the creation of catalogue records or metadata, which meet the needs of parliamentarians with respect to quantity, timeliness, completeness and quality.

**METADATA TECHNICIAN**  
**INFORMATION DESCRIPTION**  
**INFORMATION AND DOCUMENT RESOURCE SERVICES**

*Determinate/Acting/Assignment/Secondment Position (1-year)*

**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 principles, standards, methods and techniques related to the description, classification and organization of information resources
- Knowledge of MARC format, RDA, Library of Congress Subject Headings (LCSH), Canadian Subject Headings (CSH), Répertoire de vedettes-matière de l'Université Laval (RVM), and Library of Congress classification
- General knowledge of the Library of Parliament's products, services and publications

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

- A library technician diploma or a university degree with relevant experience
- Experience creating standardized descriptions of information resources and using controlled vocabularies
- Experience in describing analogue and digital resources using the MARC format
- Experience using integrated library systems in order to provide access to information resources
- Experience in performing bibliographic research

**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.
- On 22 November 2021, the Library implemented its Policy on COVID-19 Vaccination which requires that all employees be fully vaccinated. The requirement for employees to be fully vaccinated will apply whether they are teleworking or working on-site. This is an essential condition of employment that applies to indeterminate, determinate, student and intern hiring. Should you reach the point in the selection process where it is necessary to verify terms and conditions of employment, the hiring manager or Human Resources will contact you in order to complete an attestation and, if you are working on-site, verify your proof vaccination on your start date.
- 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.
- Must be legally allowed to work in Canada.

**Apply no later than January 24, 2022 – 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-362** 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 343-542-4836 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.**