



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 **Parliamentary Information and Research Service (PIRS)** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff a **Library Branch Manager** position.

We are looking for a motivated and experienced Library Branch Manager to manage the staff and daily operations at our five branch locations. The **Library Branch Manager** manages the provision of balanced and non-partisan responses to requests from parliamentarians and other authorized clients, in-person client services and programming in our branch locations; manages the Library's client intake service; and supports other parliamentary activities in our branches. We value innovation and have a clear mandate to modernize our reference services to be well positioned for the needs of a 21<sup>st</sup> century Parliament. Our innovation agenda includes an information literacy initiative, virtual and roaming reference services, pop-up libraries, and unique programming options for our branch locations.

## Library Branch Manager

### Branches and Reference Services Section Parliamentary Information and Research Service

#### *One Indeterminate Position*

**MPA-6\* (\$89,911–\$110,600)\*\***  
(Bilingual staffing – imperative: CBC/CBC)

\* Classification and job description currently under review

\*\* Rates of pay include economic increases up to 2016

**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 the Canadian Parliament, the federal government and current affairs
- Knowledge of the principles, practices and current developments in the provision of reference services
- Knowledge of the principles and best practices of service delivery in special libraries
- Knowledge of innovation strategies to improve delivery of products and services, such as the Lean Methodology or SCAMPER

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

- A master's degree in Library and Information Sciences or Library and Information Studies from a recognized university
- Extensive\* experience working as a library professional
- Experience in managing reference and information services
- Experience in leading projects, preferably in a library environment

\***Extensive** experience is understood to mean a substantial depth and breadth as well as complexity of tasks that could be expected to have been obtained by carrying out the functions for five (5) years.

**Asset:**

- Experience in library programming
- Experience in leading a team of professionals

**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 and an interview, and may include a written exam. The interview will consist of a presentation and 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 promotes equity, diversity and inclusion in its workplace and encourages applications from all qualified individuals.
- 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 20 October 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-294** 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 613-617-0943 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.**