# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON  P0X 1C0

**Librarian**

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|---|---|
| **Job ID** | **19-968-08-040-7915** |
| **Web Address** | https://careers.indigenous.link/viewjob?jobname=19-968-08-040-7915 |
| **Company** | CSIS |
| **Location** | Ottawa, Ontario |
| **Date Posted** | From: 2019-06-14          To: 2020-03-11 |

**Description**
 Closing Date 2020-03-11
Reference Number 19-968-08-040
Job Category Experienced
Who Can Apply Canadian Citizens

 Location Ottawa, Ontario
Salary Range $78,800 - $95,870
 $69,350 - $84,360
Status Indeterminate (permanent)
Language Requirement Bilingual Imperative (CBB/CBB)


Job Summary
 We are building a workforce which is representative of the Canadian society and we foster diversity and inclusion.  The Service is committed to maintaining an inclusive and barrier-free work environment, establishing positive practices and ensuring that employment-related needs of all persons are reasonably accommodated.
- Conduct effective reference interviews, analyse and interpret information and research requests, in order to determine the exact nature of the information requirement, and appropriate search strategies and sources for responding to the requirement.

- Conduct research exploiting a wide variety of information sources, using diverse and complex search strategies and protocols.
- Evaluate results of research in order to determine the relevance of retrieval to the information requirement, the necessity to follow-up on new information uncovered, or to revise strategy to look for related information.
- Design customized reports for requesters, providing analysis of contents, highlighting possible biases, unique information, and key findings.
- Manage projects as assigned, including definition of purpose and scope of project, creation of a project team, organization and management of project tasks, and reporting to management and project client.
- Participate on project teams within operational branches, coordinating contextual open source research and awareness services, in collaboration with Information Centre colleagues.
- Design and deliver educational workshops, aimed at facilitating informed and resource-effective use of open information resources and services by Service employees.
- Establish and maintain a thorough knowledge of Service interests and priorities, through various means, including ongoing liaison with Service colleagues and contribute to Research unit planning, and participate in Information Centre promotional programs.

Education
 Masters degree  in Library Studies and four (4) years of experience Underfill Level 7
 Masters degree  in Library Studies and three (3) years of experience Notes Salary is commensurate with qualifications and experience
 The successful applicant will need to follow a developmental plan in order to reach the full level of the position. Hence, the successful applicant will initially be appointed to the position as a level 07 ( $69,350 - $84,360), until they reach the full-working level where they will qualify for the level 08 ( $78,800 - $95,870) position. Inability to meet the objectives of the developmental plan will result in the employee staying at the level 07.
 The educational program must be from an accredited learning institution recognized in Canada.
 If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service.

Experience
 Experience working as a systems librarian/information specialist in a library/records management/information centre environment. Candidates must also possess:
- Experience in managing integrated library systems.
- Experience in database configuration, developing and customizing web based interfaces, troubleshooting and enhancing system capabilities and/or writing scripts for data retrieval and presentation.
- Experience in project management and/or serving as part of specialized project teams.
- Experience providing advice to management, colleagues, and clients.
Assets

- Experience working in a UNIX environment
- Experience working with Perl and/or JavaScript
- Experience with Microsoft Excel

Competencies

- Adaptability/Flexibility
- Analytical Skills
- Judgement
- Organizational - Multitasking Skills
- Teamwork

Conditions of Employment
 Upon appointment, an employee shall remain in their new position for two (2) years.  Candidates must be willing and able to work overtime as required

Notes
 A written exam will be used as part of the overall assessment combined with the competency based interview.

Reference Links

Security Requirements
 Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others
 We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Librarian