University of Ottawa Library
Government Information Replacement Librarian (201653)
(September 2018 to May 2019)

Responsibilities:
The University of Ottawa Library seeks an innovative, motivated, and service-oriented Government Information Replacement Librarian for the Research Services Division. The successful candidate will be a creative individual who works well with other colleagues in a challenging and changing environment.

Setting:
Located in the heart of the National Capital, the University of Ottawa is recognized as one of Canada’s leading teaching and research institution. With 1200 regular faculty and 40,000 students enrolled in over 360 programs, the University of Ottawa offers a broad spectrum of high quality programs in both English and French. For more information, see: http://www.uottawa.ca.

Description:
As part of the Research Services division, the incumbent provides teaching and research support in the use of government information and in assigned disciplines by developing, promoting, and improving access to these resources. The incumbent also participates in the development and provision of orientation and teaching programs, provides reference and research services for government information and assigned disciplines, liaises with faculty members, and participates in collection development in support of the teaching and research mission of the University of Ottawa.

Essential Qualifications:
1. A Master’s degree in Library and Information Studies from an ALA accredited institution or equivalent.
2. At least 2 years of professional experience, or fewer if the experience is particularly pertinent to the position.
3. Excellent knowledge of government information, acquired through studies or professional experience.
4. Knowledge of scholarly information and research methods in social sciences acquired through studies or professional experience.
5. Knowledge of information technologies relevant to libraries including knowledge of or experience with instructional technologies.
6. Pertinent knowledge of and experience in the areas of teaching, collection development, and reference.
7. Excellent interpersonal and communication skills.
8. Effective oral and written communication skills in both French and English, including the ability to teach in both official languages.
Rank and the salary will be commensurate with qualifications and experience.

This position is part of the APUO bargaining unit (faculty, librarians, counsellors, language teachers).

If librarians currently employed at the University of Ottawa are interested in this position, the opportunity of an interim appointment would be available.

Please note that the Library is undergoing organizational restructuring. For this reason, administrative reporting relationships and/or work assignment may change during the course of the appointment.

Applications, accompanied by an up-to-date curriculum vitae, should be submitted no later than Wednesday, September 5, 2018 by 5 pm.

Ms. Joan Cavanagh
Interim University Librarian
University of Ottawa Library
65 University Private
Ottawa, ON
K1N 6N5
Email: biblio@uOttawa.ca

The University of Ottawa Library thanks all those who apply. Only those candidates selected for an interview will be contacted.

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence.
POSITION DESCRIPTION

POSITION TITLE: Government Information (Replacement) Librarian

INVENTORY NUMBER: 201653

LIBRARY NETWORK: Research Services Division

EFFECTIVE DATE: September 2018 – May 2019

REPORTS TO: Head, Research Support

SUMMARY OF FUNCTIONS:

As part of the research support team for education, law, management and social sciences, the incumbent provides teaching and research support in the use of government information and in assigned disciplines by developing, promoting, and improving access to these resources. The incumbent also participates in the development and provision of orientation and teaching programs, provides reference and research services for government information and assigned disciplines, liaises with faculty members, and participates in collection development in support of the teaching and research mission of the University of Ottawa.

MAIN ACTIVITIES:

1. Provide orientation, instructional, and information literacy programs in collaboration with faculty and colleagues. Develop learning objects that can be integrated into course based instruction. Identify opportunities for partnering with faculty members engaged in curriculum design and development activities.

2. Develop and create research guides and other online learning content in collaboration with library colleagues.

3. Provide in-person and virtual reference and research support assistance to library users.

4. Keep the team and other library colleagues cognizant of new information sources and tools in the field of government information and in assigned disciplines.

5. Liaise with academic units and researchers to promote library resources and services, in an effort to identify ongoing needs and opportunities for collaboration.

6. Evaluate and develop the government information collection and the scholarly information resources in assigned disciplines in accordance with current policies and practices and in cooperation with library colleagues and faculty. Revise collection development policies and manage collections, including transfer to Library Annex and the selection of gifts.

7. Manage the deposit programs and ensure that government publications are properly received and distributed according to established policies and procedures.

8. Perform other related duties as assigned by the Head, Research Support.
AUTONOMY:

1. Carry out functions under the responsibility of the Head, Research Support.

RELATIONS:

1. Daily interaction with the Faculty of Social Sciences professors, employees, students, and other library clients.
2. Frequent communication with Library colleagues, including librarians and library technicians.
3. Occasional interaction with colleagues from external libraries.
4. Occasional interaction with government deposit agencies, with representatives of federal, provincial, and municipal governments, foreign countries, and international organizations.

ESSENTIAL QUALIFICATIONS:

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3. Excellent knowledge of government information, acquired through studies or professional experience.
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5. Knowledge of information technologies relevant to libraries including knowledge of or experience with instructional technologies.
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INVENTORY NUMBER: 201653

SIGNATURES

__________________________ Date:

(Incumbent)

__________________________ Date:

(Immediate Superior)

__________________________ Date:

(Director)

__________________________ Date:

(University Librarian)