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Librarian - Intelligence Assessment Branch

The Service is always looking for talented and skilled individuals to join our team. Diversity is not only part of the Service's culture it is a core business strategy. Our objective is to have a workforce which is representative of the Canadian mosaic and our programs and policies are designed to foster diversity and inclusion.

Reference Number

08-CSIS-08-038

Closing Date

2009-12-31

Job Summary

The Canadian Security Intelligence Service (CSIS) is seeking highly motivated professional Librarians to work in a dynamic fast-paced environment as team members within the Intelligence Assessment Branch (IAB) - Information Centre. The Librarian is responsible for delivering timely and high quality information services to Service employees. These services are based on a wide range of information sources, including Service holdings, commercial and other on-line services, the Internet, and the holdings and expertise of other organizations.

Job functions may include, but are not limited to the following:

- Conduct effective reference interviews, analyze and interpret information and 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 Center 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 unit planning, and participate in Information Center promotional programs;
- Collaborate with operational and other colleagues on specialized project teams and participates or serve as project leader for Information Center initiatives.

Education

Master's degree in Library Science or Library and Information Science from an ALA accredited university.

Experience

Candidates must have a minimum of four (4) years experience working as a professional Librarian. Applicants must have proven experience in one or more of the following areas: Cataloguing, Acquisitions, Serials Management, Systems and Reference. Applicants must have a thorough knowledge of the use of information technology in libraries/information centres. Ability to work in a matrix team environment is a key requirement.

- Experience as a librarian/information specialist in a library/records management/information center environment;
- Demonstrated experience in researching information through various Service research tools and/or from open sources and analyzing the information in order to draw inferences and conclusions and/or to make recommendations;
- Demonstrated experience dealing with employees and managers of all levels;
- Demonstrated experience in the use of automated systems, including automated bibliographic systems;
- Demonstrated experience in project management and/or serving as part of specialized project teams would be an asset.

Who Can Apply

Canadian citizens residing in Canada for the past ten (10) years.

Security Requirements

Candidates must have no criminal record, must not have used illegal drugs in the last twelve (12) months and be able to obtain a Top Secret security clearance. This process involves a security interview, a polygraph, a background investigation that includes credit and financial verifications.

Language Requirements

Bilingual imperative (C/B/B)

Salary Range

From \$69,720 to \$84,840 per year (under revision). Salary is commensurate with qualifications and experience.

Location

CSIS National Headquarters, Ottawa, Ontario

Employment Conditions

Term and permanent positions.

How To Apply

If you meet these requirements, you may submit your candidacy by clicking [How to apply](#).

If you do not have access to the Internet, please send your resume by fax to 613-231-0934, or by mail at:

Human Resources
Reference number: 08-CSIS-08-038
P O Box 9732
Postal Station "T"
Ottawa, Ontario
K1G 4G4

Notes

CSIS is committed to Employment Equity and encourages the equitable participation of all Canadians. In

the event that your application is retained and should you require any special accommodation during the selection process, please inform us. Personal Information is protected under the [Privacy Act](#). It will be held in Personal Information Bank SIS/P-PU-025.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

Date Modified: 2009-06-09