



Position Overview

The Library of Virginia is seeking a creative and innovative professional to serve as a Digital Collections Specialist. Reporting to the Digital Initiatives & Web Services Manager in the Information Technology Division, the selected candidate will work with agency staff to develop, maintain, and promote digital content using cultural heritage materials and to encourage the implementation of new technologies and professional best practices in this work. The person selected for this position will be responsible for performing work related to digital projects including scanning, file management, and metadata creation; providing expertise and guidance regarding the Library's digital environment; providing project management, consultative services, and training on standards, practices, guidelines, and procedures to Library staff; responding to external and internal customer inquiries; troubleshooting problems and providing direction/instruction; participating in agency digital collections outreach efforts, including giving presentations concerning the Library's digital assets and projects; researching problems and making corrections to digital items/collections; assisting with documentation development; researching, testing, and implementing new methods for digital collection and dissemination, online access and user engagement; and monitoring, evaluating, and implementing emerging standards for the creation, management, and dissemination of digital assets.



OUR LOCATION:

800 East Broad Street
Richmond, VA 23219

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

DIGITAL COLLECTIONS SPECIALIST (Library Specialist II)

Position Number 00016

Salary Range up to \$45,000 (commensurate with experience)

Full-time with benefits

This position is part of a team that includes colleagues across the agency and commonwealth, such as librarians, archivists, and educational programming staff. The ideal candidate for this position will exhibit the Library of Virginia's competencies with emphasis on leadership, consensus building in a team environment, independence, and collaboration.

Qualifications

- Formal training or work experience in digital collection development and management, web content creation, and library/archives services;
- Progressive work experience leading digital or web projects;
- Considerable knowledge of archival and library standards, practices, and procedures and of digital access systems (such as DigiTool, CONTENTdm, and Omeka) and online applications (Flickr, Google Arts & Culture, blog software such as WordPress) for the delivery and promotion of digital cultural heritage materials;
- Considerable knowledge of trends in the development and use of web-based social engagement tools;
- Considerable knowledge of metadata standards, data management, text and imaging management and conversion tools, and descriptive practices;
- Excellent writing, communication, and interpersonal skills;
- Demonstrated ability to work effectively and collaboratively in one-on-one and group settings;
- Demonstrated ability to develop and organize streamlined workflows and create related documentation;
- Demonstrated ability to exercise a high-level of independence, decisiveness, leadership and consensus-building; and,
- Bachelor's degree preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a fully completed Virginia state employment application and cover letter online at <https://virginiajobs.peopleadmin.com> for position #00016.

Please visit our website at www.lva.virginia.gov for additional information about the agency. Selected candidate must complete a criminal background check.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

An EEO/AA/ADA Employer

The Office of Human Resources can be reached at 804/692-3586 or by email at nancy.epperly@lva.virginia.gov.

Applications for this position must be received by 11:59pm on January 24, 2018.