



WELCOME TO THE



LIBRARY OF VIRGINIA

State Archivist & Director of Government Records Services Position – Open Until Filled



Panoramic building photograph © Thomas R. Schiff



The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million and 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.

State Archivist & Director, Government Records Services | Richmond, Virginia

RICHMOND, VIRGINIA

Richmond, the capital of Virginia, is one of the most beautiful historic towns in the South. Richmond is an urban city with a small-town feel.

There are plenty of things to do in Richmond. Not only is it home to the Library of Virginia, but also the Virginia Museum of Fine Arts, the Virginia State Capitol, Lewis Ginter Botanical Garden, the Virginia Museum of History and Culture, the Virginia Holocaust Museum, Maymont, the Edgar Allan Poe Museum, the American Civil War Museum, Kings Dominion, the beautiful James River, a growing craft brewery scene, and more.

In addition to these attractions, Richmond was recently named the #7 best destination in the United States to visit by Lonely Planet.

<https://www.lonelyplanet.com/best-in-us>



Virginia Capitol Building



Downtown Richmond and James River



COMMONWEALTH OF VIRGINIA STATE GOVERNMENT

The government of Virginia is divided into three main branches, the executive, legislative, and judiciary branches. Within those branches are over 100 state agencies and offices, each with their own area of responsibility and ready to serve the residents of the commonwealth.

ABOUT THE LIBRARY OF VIRGINIA, A STATE GOVERNMENT AGENCY

The Library of Virginia, an Executive Branch Agency, falls under the authority of the Library Board and within the Secretariat of Education. The Library was created by the General Assembly in 1823 to organize, care for, and manage the state's growing collection of books and official records—many of which date back to the early colonial period. The Library occupied rooms on the third floor of the Capitol in Richmond until 1895, when Virginia erected a new Library and office building on the eastern side of Capitol Square. Outgrowing this location, the Library in 1940 moved to a handsome, new art deco building on Capitol Street, adjacent to City Hall and the Executive Mansion. In 1997, the Library opened to the public at 800 East Broad Street, its fourth home since its founding.

The Library houses the most comprehensive collection of materials on Virginia government, history, and culture available anywhere. The collections illustrate the rich and varied past of the commonwealth, documenting the lives of Virginians known to all, as well as those of ordinary citizens whose accomplishments are the foundation of our heritage. The Library's printed, manuscript, map, and photographic collections attract researchers from across the country and around the world, while the Library's websites provide collection-based content and access to our digital collections to those at great distances who are not able to travel to Richmond. In addition to managing and preserving its collections, the Library supplies research and reference assistance to state officials; provides consulting services to state and local government agencies and to Virginia's public libraries; administers numerous federal, state, and local grant programs; provides educational programs and resources on Virginia history and culture for students and teachers; and offers the public a wide array of exhibitions, lectures, book

talks, and other programs.

In addition to the main Library building, the Library manages the State Records Center in Henrico County, where inactive, nonpermanent records of state agencies and local governments are housed.

VISION

The Library of Virginia inspires learning, ignites imagination, creates possibilities, encourages understanding, and engages Virginia's past to empower its future.

MISSION

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GOVERNMENT RECORDS SERVICES

The Government Records Services Division is responsible for administering Virginia's state and local records programs, and records management programs in keeping with the provisions of the Virginia Public Records Act (Virginia Code §42.1-76 to 90).

PURPOSE OF POSITION

This position is responsible for administering the Government Records Services Division with oversight of the state records, local records, and records management programs. The candidate selected for this position will plan and oversee the transfer of historically significant records to the state archives; oversee their appraisal, arrangement, description, and preservation; and facilitate public access to the Library's incomparable archival collection. As State Archivist, the selected candidate will provide oversight to the Virginia Circuit Court Records Program and serve as the chair of the Virginia State Historical Records Advisory Board. This position also provides policy guidance on issues relating to the implementation of the Virginia Public Records Act. The position reports to the Librarian of Virginia and serves as a member of the agency's executive management team.

THE IDEAL CANDIDATE

The next State Archivist and Director of Government Records Services will continue the legacy of outstanding leadership within the state and national archival community. The ideal candidate will be a strategic partner with the Library's senior management in order to take both the Division and the Library to the next level. The individual will be creative, confident, bold, tenacious, positive, and proactive. It will be important that the Director be someone who knows how to build and maintain relationships with a variety of stakeholders, both internally and externally. Desirable qualities of the selected candidate include the ability to make timely and difficult decisions and operate with integrity and honesty without exception, as well as the ability to remain humble and willingly admit mistakes.

A sense of humor will be a plus! The Library is looking for a Division Director who can continue to move the Division forward by always looking for the best and most efficient ways to accomplish the Division's mission. He/she should also have a sense of urgency to achieve near-term goals while

simultaneously laying the groundwork for the Division's long-term success.

The State Archivist and Director of Government Records Services must have a thorough grounding in archives and records management theory and practice, have outstanding communication skills, be adept at listening, and be approachable and easy to talk to. The ideal candidate will be someone who can lead staff through challenges by effectively communicating the vision of the Library and then allow the employees to utilize their expertise to navigate the changes. He/she will set expectations for the staff, effectively communicate those expectations, and then step back and monitor progress. Accountability and customer service will be an important focus for the new Director.

The Library fosters an open, team-oriented environment and is looking for a candidate who will support our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.

COMPENSATION AND BENEFITS

The salary is budgeted up to \$95,000 depending on the selected candidate's experience and qualifications. The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.



Reading Room

MINIMUM QUALIFICATIONS

- Comprehensive knowledge of archival and records management practices and procedures; the organization and operation of state and local government and Virginia history; online archival-description utilities; basic conservation-preservation procedures, as well as microform and electronic reformatting; and the management of electronic records;
- Excellent writing, communication, and interpersonal skills; and,
- Demonstrated ability to lead professional and paraprofessional staff effectively; coordinate complex workflows; foster teamwork across multiple programs; work as a member of a team and exercise a high level of independent judgment; administer the staff, fiscal, and other resources of a complex program; and represent the program to the archival community, the Library Board, elected and appointed officials at all levels of government, historical and educational communities, diverse audiences, and constituent groups.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited university with a concentration in archival administration, history, library and information science, or related field strongly preferred;
- Advanced and progressive experience in program management and administration and supervision of professional staff in an archival and/or records management organization, historical society, university, or similar research or educational organization;
- Experience in budget preparation and management; and,
- Certification as an archivist or records manager desirable.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00102. This position is open until filled. First review of applications will begin on August 20, 2018. Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov.

RELOCATION ASSISTANCE

Moving and relocation expenses for out-of-state hires are handled on a reimbursement basis only and may or may not include all expenses. In-state applicants are not eligible for relocation assistance. Authorization for reimbursement of expenses for moving and relocating a new employee will be made by agency management based on established Commonwealth of Virginia policy.

No expenses can be reimbursed to or paid on behalf of a new employee until after the new employee has signed an Employment Tenure Agreement. All expenses for travel involved in relocating are subject to this agency's travel regulations and restrictions.

Reimbursement for expenses involved with relocation for employment is income to the employee per the Internal Revenue Service. Most of these expenses are also subject to payroll tax withholding.

OTHER IMPORTANT INFORMATION

Selected candidate must pass a criminal background check and complete the Statement of Economic Interest for the Commonwealth of Virginia.

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.

ADDITIONAL INFORMATION

For additional information about the Commonwealth of Virginia, visit:

<https://www.virginia.org/Welcome>

<https://governor.virginia.gov/>

<https://www.virginia.gov>

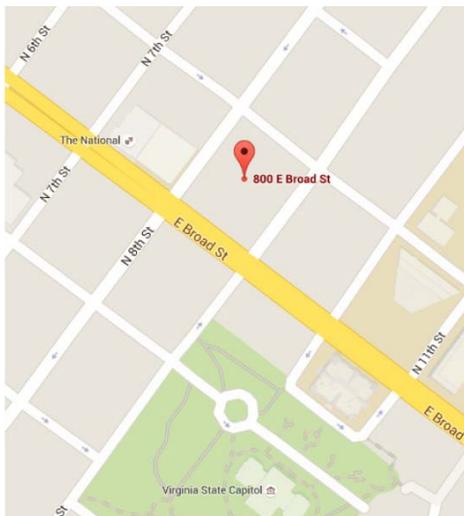
<http://vaperforms.virginia.gov/index.php>

For additional information about Richmond, Virginia, visit:

<https://www.visitrichmondva.com/>



For additional information about the Library visit: www.lva.virginia.gov



Our Location

800 E. Broad St.
Richmond, VA 23219

