



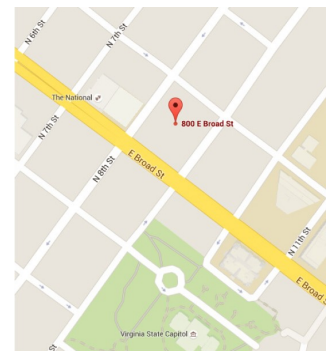
## Position Overview

The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a full-time Housekeeping Services Manager. This position is responsible for managing the delivery of housekeeping, to include the supervision of daytime and evening housekeeping and events workers. In addition, this position is responsible for managing and assisting in the delivery of contracted maintenance and repairs for the agency, participating in planning and supporting special events held in the Library, Library security, operating a recycling program, managing the disposal of surplus property, assisting in receiving goods on behalf of the Library's shipping and receiving area, making bank deposits when assigned staff are not available, and performing other duties as assigned by the Facilities Director and Deputy of Administration.

The Library of Virginia fosters an open, team-oriented work environment and is seeking individuals who value this approach.

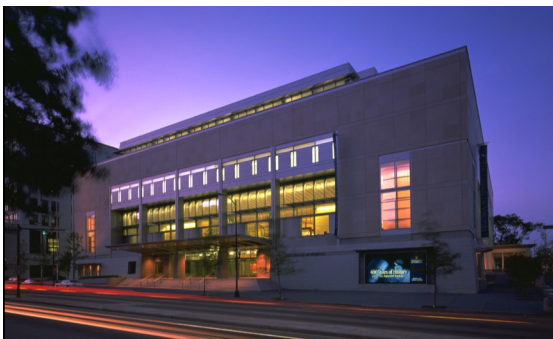
## The Library of Virginia

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.



OUR LOCATION:

800 East Broad Street  
Richmond, VA 23219



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

# HOUSEKEEPING SERVICES MANAGER (Housekeeping and/or Apparel Manager I)

Position Number 00108

Salary: Pay Band 3, Commensurate with Experience

## Qualifications

- High school diploma or equivalent;
- Valid Commonwealth of Virginia driver's license or the ability to obtain one prior to start date;
- Extensive experience in public, private, or institutional housekeeping, including supervisory responsibility;
- Knowledge of state personnel policies and practices;
- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Strong interpersonal skills and ability to work with others in a courteous manner;
- Ability to select, evaluate, motivate, and direct the work of employees;
- Ability to manage a diverse work force with non-traditional work hours;
- Ability to work with minimal direction;
- Ability to formulate policy and provide services following established practices;
- Ability to coordinate a variety of activities simultaneously;
- Ability to communicate effectively, both orally and in writing;
- Must possess strong computer skills;
- Ability to work the evening shift as required;
- Ability to lift and handle loads up to 50 pounds;
- Ability to climb and work from a ladder;
- Ability to stand, bend, and stoop;
- Ability to work with and tolerate exposure to a variety of cleaning products/solutions; and,
- Ability to support and function as a part of a team.

## Preferred

Additional courses in business, building maintenance, or related field.

**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 #00108.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. Selected candidate must complete a criminal background check. Applicants may be required to demonstrate the skills and abilities necessary for satisfactory performance of the work.

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 [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**Applications for this position must be received by 11:59pm on January 16, 2019.**