



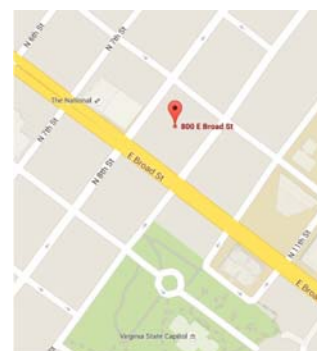
Position Overview

Join an outstanding team of librarians and archivists committed to providing the best and most accurate information to Virginians and researchers around the world. The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a Reference Archivist. Reporting to the Archives & Library Reference Services Department in the Public Services & Outreach Division, the Reference Archivist will provide direct services to the general public; state and local government officials; local, national, and international media; academic and specialized researchers; and correspondents by interpreting, evaluating, and analyzing their research needs. The selected candidate will apply his or her knowledge of Virginia history and government, historiography, and the holdings of the archives in order to guide, direct, instruct, or provide the information necessary to answer inquiries and to make the archival records of the Commonwealth available for use as required by Section 42.1-76, Code of Virginia.

The core responsibilities of this position are to assist researchers and staff; conduct research; participate in archival and agency projects; maintain collections; make presentations concerning resources, services, and programs; and conduct tours of public areas for researchers and students from the secondary to the college level.

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

REFERENCE ARCHIVIST (LIBRARY SPECIALIST II)

Position Number 00218

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

Full-time with benefits

The Library fosters an open, team-oriented environment and is looking for someone who will be enthusiastic about our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's vision and mission.

Qualifications

- Bachelor's degree in U.S. history, American studies, library science, or a related field with an emphasis in archival administration; or Academy of Certified Archivists (ACA) certification and formal experience in an archival institution;
- Considerable knowledge of Virginia & U.S. history and government;
- Considerable knowledge of historical and genealogical research methodology;
- Considerable knowledge of archival theory and practice and cartographic research methodology;
- Excellent written, verbal, and listening skills;
- Excellent customer service skills;
- Demonstrated ability to provide moderately complex to complex reference service in an archival repository and research library;
- Demonstrated ability to deliver presentations, analyze research materials, write effectively, and prepare publications;
- Demonstrated ability to plan and carry out projects and direct the work of others;
- Demonstrated ability to work with the public on a sustained basis and as a member of a team;
- Demonstrated ability to use computer programs and automated databases;
- Ability to work a rotating Saturday schedule; and,
- Ability to act in accordance with the baseline standard for public service performance as referenced in the American Library Association's "Guidelines for Behavioral Performance of Reference and Information Service Providers," as published in *Reference & User Services Quarterly*, Vol. 44, No. 1 (Fall 2004), pp. 14–17.

Preferred Qualifications

- Master's degree in U.S. history, American studies, public history, library science, or a related field preferred; and,
- Considerable experience in an archives, manuscripts repository, or special collections department of a major research library with emphasis on public service is desirable.

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 online at <https://virginiajobs.peopleadmin.com> for position #00218.

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

This is a full-time position and includes a generous benefits package including health coverage, short and long-term disability, retirement, deferred compensation, 12 paid holidays, annual leave, family personal leave, paid sick leave, and more.

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 April 20, 2018.