



WELCOME TO THE



LIBRARY OF VIRGINIA

Deputy of Finance & Administrative Services – Open Until Filled



Panoramic building photograph © Thomas R. Schiff



The Library is one of the oldest agencies of Virginia government, founded in 1823 to preserve and provide access to the state's incomparable printed and manuscript holdings. 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.

Deputy of Finance & Administrative 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, and the beautiful James River. In addition to all that Richmond has to offer, Virginia is home to [41 state parks](#) and [22 national parks](#).



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

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.



DEPUTY OF FINANCE & ADMINISTRATIVE SERVICES

This position reports to the Librarian of Virginia, the chief executive officer of the agency. The Office of the Librarian of Virginia is the head administrative office for a complex agency responsible for acquiring, preserving, and providing access to the Commonwealth of Virginia's incomparable collection of printed, manuscript, and photographic material documenting Virginia history and government over four centuries. In addition to serving as the research and reference library at the seat of state government, the Library of Virginia houses the state archives, the state's records management program, and a statewide public library development program.

PURPOSE OF POSITION

This position serves as the agency's deputy for finance and administrative services with responsibility overseeing the Library's fiscal office, facilities operations, information technology, and digital/web services to support the work of the entire agency and ensure that the Library uses its fiscal, physical, and technology resources responsibly in serving Virginia's citizens and government. The selected candidate will administer a multifaceted program encompassing budget preparation, accounting, procurement, information technology, facility usage, security, property management, mailroom, and other general support functions of the Library. Responsibility includes overseeing all fiscal operations of the agency in compliance with state and federal regulations and the Code of Virginia. In addition, the selected candidate will serve as a member of the Librarian's Leadership Team and on the Executive Management Team and represent the Librarian and the agency as needed with external audiences and constituents.

THE IDEAL CANDIDATE

The ideal candidate will be a strategic partner with the Librarian of Virginia and the Library's senior management in moving the agency forward into its third century. The Deputy should be someone who knows how to build and maintain relationships -- internally, within state government, and with external stakeholders. Desirable qualities of the selected candidate include the ability to master the details of the agency's finances while understanding how they support the agency's mission and vision as a whole, to make timely and difficult decisions, and to operate with integrity, honesty, and transparency. The Deputy will need to be flexible, creative, and proactive in identifying solutions to problems.

The Deputy of Finance and Administrative Services must have considerable knowledge of public finance, governmental accounting, state government operations, and regulatory practices and processes; have strong 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 or she will set expectations, effectively communicate those expectations, and then step back and monitor progress. Accountability, collaboration, and customer service will be an important focus for the new Deputy.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

COMPENSATION AND BENEFITS

The salary is budgeted up to \$150,000 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.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a degree in accounting, public administration, business, finance, or a related field;
- Considerable knowledge of public finance, governmental accounting, state government operations, regulatory practices and processes;
- Thorough knowledge of generally accepted accounting principles (GAAP) and governmental/fund accounting and financial reporting procedures;
- Substantial knowledge of risk management, internal controls, procurement, and budgetary processes;
- Skill in the use of financial systems and current office software applications;
- Demonstrated ability to communicate effectively in writing, conversation, and formal presentations; to assemble, organize, motivate, and direct a diverse staff;
- Demonstrated ability to plan and monitor budgets; to work with public officials at all levels of government; and to advise the agency head and Library Board on a wide range of budgetary and financial issues; and
- Strong behavioral competencies in the areas of leadership, customer service, planning, collaboration, teamwork, and personal and organizational awareness.

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

PREFERRED QUALIFICATIONS

- Graduate work or a graduate degree in accounting, public administration, business, finance, or a related field is highly desirable;
- Progressively responsible financial management experience is highly desirable;
- Knowledge of and experience with the Commonwealth Accounting Policies and Procedures (CAPP);

- Substantial knowledge of and experience with Agency Risk Management and Internal Control Standards (ARMICS) and the Virginia Public Procurement (VPPA), and the Virginia state government budgetary processes;
- Working knowledge of the Commonwealth of Virginia's financial systems to include Cardinal, CIPPS and the Performance Budgeting System; and
- CPA designation, audit experience, and familiarity with non-fiscal administrative services functions.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00012. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. First review of applications will begin on November 29, 2021.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact nancy.epperly@lva.virginia.gov or 804-692-3586.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3586 or email nancy.epperly@lva.virginia.gov.

OTHER IMPORTANT INFORMATION

The Library of Virginia is an Executive Level Branch agency. Effective September 1, 2021, in accordance with Governor Ralph Northam's Executive Directive #18, by Article V, Sections 1 and 7 of the Constitution of Virginia, and by § 2.2-103 of the Code of Virginia, all Executive Branch employees who enter the workplace or who have public-facing work duties must disclose their vaccine status to the designated agency personnel. Executive Branch Employees who are not fully vaccinated or choose not to disclose their current vaccine status must undergo weekly COVID-19 testing and disclose weekly the results of those tests to the designated agency personnel. All Executive Branch Employees who have not been fully vaccinated must cover their mouth and nose with a mask in accordance with the Centers for Disease Control and Prevention while indoors and conducting public business.

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

Completion of Statement of Economic Interest is required prior to first day of employment.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.

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.

SURROUNDING COUNTIES

The Richmond Metro area consists of the City of Richmond, Henrico County, Chesterfield, and Hanover County. The area is connected by Interstates 95, 64 and 295. Henrico forms the northern border of Richmond and surrounds the city along the James River's north banks. Chesterfield is south of the James River along Richmond's southern border. Hanover County borders Henrico County to the north. Chesterfield is the most populated county in the region and Hanover is the most rural of these counties. Within these counties you can find many communities within an easy commute to Downtown Richmond.



Reading Room

ADDITIONAL INFORMATION

For additional information about the Commonwealth of Virginia, visit:

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

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

<https://www.virginia.gov>

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

