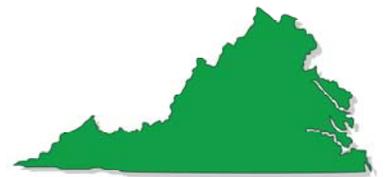


SENIOR REFERENCE LIBRARIAN



Position Overview

The Library of Virginia (LVA), the archival agency for the Commonwealth of Virginia, is seeking a Senior Reference Librarian. Reporting to the Archives & Library Reference Services Department in the Public Services & Outreach Division, the Senior Reference Librarian will provide materials and specialized information and research services to state and local officials and agencies, organizations and groups, state and national media, and individual researchers. In addition, the candidate selected for this position will coordinate with marketing, public information, and education staff to market the Library's resources and collections. The selected candidate will be responsible for compiling statistics and assisting the department manager with metrics and customer service assessments, assisting with developing and conducting training sessions, participating in the continuous assessment of the reference and main collections, recommending items in all formats to purchase for the collections according to the Collection Development Policy, and uniformly enforcing rules and regulations concerning the use and security of Library resources. This position is one of a number of positions functioning as a team to provide customer centric service to patrons. Selected candidates must be available to work alternate Saturdays. 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.



Our Location:

**800 East Broad St.
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, 122 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 Main Building

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.

Senior Reference Librarian (Library Specialist II)

Position Number 00021
Salary Minimum \$39,000
Full-time with benefits

The Library of Virginia offers competitive compensation and a great 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. In exchange, you'll work in a state of the art facility located in downtown Richmond, one of the most beautiful historic towns in the south.

Qualifications

- Professional library reference experience in a large public, academic or special research library;
- Considerable knowledge of library reference theory, standards, and practice, and historical and genealogical research methodology;
- Technical knowledge and skills to use library reference information sources, automated access systems, electronic search tools, appropriate computer software applications, including Microsoft Office Suite, and social media platforms;
- Knowledge and experience with best practices in public service and reference service;
- Knowledge of Virginia & US History and Government;
- Excellent customer service and interpersonal skills;
- Demonstrated administrative and leadership skills to plan and carry out projects, direct the work of others, work with the public on a sustained basis as a member of a team, and work independently;
- Demonstrated ability to conduct research and provide simple to complex reference services;
- Demonstrated ability to engage and educate citizens and attract new customers through outreach and interpretive programs to include public speaking; and,
- Ability to analyze research materials and write effectively for a broad, popular audience.

Preferred:

- Master's degree in library/information science from an ALA accredited school preferred;
- Virginia Librarian Certificate desirable; and,
- Master's or Bachelor's degree in history, government, American studies 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, cover letter & resume online at <https://virginiajobs.peopleadmin.com> for position #00021.

Please visit our website at www.lva.virginia.gov for full announcement and additional information. Selected candidate must complete a criminal background check.

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. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at
804/692-3586 or email
nancy.epperly@lva.virginia.gov.

An EEO/AA/ADA Employer

**Applications for this position
must be received by 11:59pm
on August 5, 2016.**