



## LIBRARY OF VIRGINIA

### PROGRAMS SPECIALIST

Position #00040 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$47,000 to \$52,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, Public Services and Outreach/Education is seeking a Programs Specialist, Library Specialist II, to coordinate the development and implementation of the Library of Virginia's programs, including creating online resources, with emphasis on lifelong learning and community engagement. The candidate selected for this position will coordinate and provide logistical support and content for public programming aimed at various audiences over in-person and distance learning platforms. This position will also coordinate and provide logistical support to signature events and other programs coordinated by the Education and Outreach department.

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.

### BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

### CORE RESPONSIBILITIES

60% - Develops, coordinates, and implements signature events and other programs;

20% - Develops, coordinates, and implements public programming;

10% - Develops, coordinates, and implements online educational resources;

05% - Coordinates audience research; and,

05% - Participates in long-and short-range planning for the work unit and division.

**This is an exempt level position and is eligible for limited teleworking after the first six months of employment.**

### REQUIRED QUALIFICATIONS

- Considerable knowledge of and experience in the field of history and humanities education;
- Considerable knowledge of American history and culture, with knowledge of Virginia a plus;
- Considerable skill in the use of computers and appropriate software for development of online educational resources and web site design, creation, and maintenance;
- Demonstrated ability to work independently and with teams;
- Demonstrated ability to manage day-to-day office details while also planning programs several years in advance;
- Demonstrated ability to work well with a wide variety of people, including teachers, students, historians, publishers, and authors;
- Familiarity with concepts of learning and educational approaches to teaching in a variety of media;
- Some knowledge of current trends in the field of libraries and educational instruction desirable;
- Excellent writing and speaking skills and the ability to interpret and convey complex humanities themes to a broad and diverse popular audience;
- Excellent program coordination and interpersonal skills; and,
- Valid Virginia Driver's License.

## PREFERRED QUALIFICATIONS

- Undergraduate degree in history, public history, education, or museum studies;
- Master's degree in history, public history, museum studies, education, or library science or equivalent experience desirable; and,
- Successful professional experience in developing both traditional and digital educational materials and administration of programs in a library, school, museum, or similar organization required.

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

## APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Programs Specialist - Richmond, Virginia, United States](#) for position #00040. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at [www.lva.virginia.gov](http://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 [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

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 [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

## An EEO/AA/ADA Employer

## SPECIAL REQUIREMENTS

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.

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.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.