



## LIBRARY OF VIRGINIA

### CIRCULATION & ARCHIVAL ASSISTANT

Position #00047 (Full-Time), Pay Band 03

Library Specialist I; 29051

Salary Range \$32,000-\$37,275 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a qualified Circulation & Archival Assistant to provide access to our collections by assisting patrons from all over the world as well as elected and appointed officials; state, national, and international genealogists; museum curators; historians; and authors to meet their information needs. Those services include registration, communication of established policies and procedures, interpretation of basic informational needs and application of knowledge of the collection, catalogs, and finding aids to allow patrons timely and accurate access and direction in the use of the collection.

This position is one of a number of positions functioning as a team to provide customer-centric service to patrons under the Library's service model which consolidates staff service points to create a more seamless researcher experience. The teams are jointly formed by staff members from Access Services & Archives/Library Reference Services. When serving on the Patron Services Desk rotation, each member participates equally in providing assistance to patrons unless the assistance requires escalation to another member for special attention. Each member of the team learns cross-functionality to the extent possible in order to provide patron assistance as seamlessly and efficiently as possible. The successful candidate will be able to develop positive relationships with others and provide excellent customer service to both internal and external customers.

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, 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

- 30% - Provides Problem Solving Assistance to Patrons
- 30% - Provides Circulation Services
- 20% - Provides Workplace Support
- 10% - Initiates and Responds to Written Correspondence
- 10% - Completes Projects & Assignments

### REQUIRED QUALIFICATIONS

- Knowledge of U.S. and Virginia history, government and geography, and USMARC bibliographic records and genealogical and archival records;
- Knowledge and experience with best practices in public service and reference service models as articulated in the American Library Association's "Guidelines for Behavioral Performance of Reference and Information Service Providers," as noted in the RUSA (Reference and User Services Association) section of the ALA website;
- Demonstrated ability to communicate effectively both orally and in writing;
- Demonstrated ability to handle cash;
- Demonstrated ability to interact with a diverse public on a sustained basis;

- Demonstrated ability to reason effectively, to make decisions according to policy and to function as a member of a team;
- Demonstrated ability to be flexible with changes in work assignments as needed based on work needs and to adapt to using multiple databases/technology;
- Familiarity with online catalogs, MS Office Suite including Excel and microfilm equipment;
- Ability to sit/stand for extended periods, to lift and move volumes, boxes and containers weighing up to 20 pounds each and to bend, stoop, push pull and complete tasks requiring manual dexterity and
- Ability to work a rotating Saturday schedule.

### PREFERRED QUALIFICATIONS

- College courses in history and/or library science highly desirable; and
- Circulation or reference experience in a library, museum, or archive.

**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 [Circulation and Archival Assistant - Richmond, Virginia, United States](#) for position #00047. **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.