



LIBRARY OF VIRGINIA

DIRECTOR, PUBLIC SERVICES & OUTREACH

Position #00080 (Full-Time), Ungraded
State Library Division Director; 91661
Salary Range \$115,000 to \$123,701 (commensurate with experience)
Open to General Public
Open Until Filled

The Library of Virginia, Patron Services and Outreach Division provides intellectual and physical access to the Library's extensive collections and builds public awareness of the Library's unique expertise, collections, and services through original programs and products related to the history, culture, and literary heritage of Virginia. The division also oversees stacks management, which makes available material from the closed stacks; the circulation of library and archival materials within and outside the building; and Interlibrary Loan, which borrows material from libraries around the country for Library of Virginia cardholders and loans LVA material to libraries for patron use. To promote the Library's unparalleled holdings and Virginia's rich history, the division plans and presents public programs and provides educational services, including book talks and signings, lectures, workshops, exhibitions, tours, and symposia for students, educators, history professionals, and the general public.

The incumbent will administer all aspects of the Library of Virginia's public services and outreach program, encompassing the Archives and Library Research Services, Access Services, Stacks, and Research, Education Programs, and Exhibitions Departments. Ensures that the Library of Virginia provides users with efficient access to the Library's printed and manuscript holdings, as well as with timely, courteous, effective, and accurate reference and research assistance in areas supported by the Library's collections and mission, most notably in the fields of Virginia history, government, culture, and economy. Also ensures that the Library of Virginia maintains a position of leadership among the state's historical organizations by fostering and disseminating historical research based on the Library's collections and by sponsoring a wide variety of public programs and exhibitions designed to advance historical knowledge and understanding.

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

- 10% - Performance Management
- 25% - Program Administration
- 25% - Reference & Access Oversight
- 20% - Education, Exhibition & Outreach Programs Oversight
- 15% - Executive Management
- 05% - Liaison to Professional & Constituent Group

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

REQUIRED QUALIFICATIONS

- Considerable knowledge of the principles and practices of library and archival administration and program management, particularly in public service; comprehensive knowledge of U.S. and Virginia history and research methodologies.
- Considerable working knowledge of museum exhibition program standards and practices and of computer systems and software currently used in the library and archival profession.
- Considerable experience budget management to include preparation, planning and monitoring.
- Demonstrated ability to communicate effectively in writing, conversation, and formal presentations; to influence others, negotiate to a successful resolution, and engage in effective problem solving; to recognize and set priorities, and to use initiative and independent management in decision making; and, to motivate and lead professional, paraprofessional, and clerical support staff effectively.
- Demonstrated ability to work with board members and public officials at all levels of government; and to represent the program to the historical and education communities, diverse audiences, and constituent groups.
- Demonstrated ability to demonstrate vision, strategic thinking, collaboration, and inclusive leadership skills; flexibility and adaptability; and a willingness to embrace and drive change initiatives.
- Demonstrated ability to be intellectually engaging with strong interpersonal, communication and advocacy skills.
- Demonstrated ability to manage and oversee complex projects.
- Demonstrated ability to prepare and implement strategic plans.
- A minimum of five years of professional experience in increasingly responsible positions in library and/or archival work including five years of administrative experience.

PREFERRED QUALIFICATIONS

- ALA-accredited MLS and/or master's degree or a doctoral degree in related field.
- Advanced and progressive experience in program management and administration in a library/archives/museum/historical society or similar research or educational organization.

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 [Director, Public Services & Outreach - Richmond, Virginia, United States](#) for position #00080. Questions should be directed to humanresources@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 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. **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. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.