



LIBRARY OF VIRGINIA

RECORDS & INFORMATION MANAGEMENT ANALYST

Position #00082 (Full-Time), Pay Band 5
Program Administration Specialist II; 19212
Salary Minimum \$46,087 (Commensurate with Experience)
OPEN UNTIL FILLED

The Library of Virginia is seeking a Records & Information Management Analyst to provide direct services to state and local governmental offices to analyze and assess record keeping and information systems. Reporting to the Records Management Coordinator, the Analyst will assist in the cooperative development and review of Record Retention and Disposition Schedules for the management of public records. In order to ensure that procedures used to manage and preserve public records are uniform throughout the Commonwealth, the selected candidate will identify records management training needs and recommend, develop, and present training programs to meet those needs. This position will support the Government Records Services Division in its work to respond to inquiries from state and local agencies; disseminate LVA-promulgated records management policies and procedures in cooperation with other analysts, as well as state and local records officers; provide consultation in planning for and responding to records emergency situations; and help facilitate successful transfers of permanent records to the Library.

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution dedicated to acquiring, preserving, and promoting access to unique collections of Virginia's history and culture and advancing the development of library and records management services statewide. The Records Management section supports this mission by creating and disseminating retention schedules for the Commonwealth, and providing education for its agencies and political subdivisions on records retention and disposition. The Library of Virginia inspires learning, ignites imagination, creates possibilities, encourages understanding, and engages Virginia's past to empower its future.

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.

BENEFITS

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.

CORE RESPONSIBILITIES

40% - Consultation Services
30% - Records Analysis
20% - Educational Initiatives
10% - Administrative Activities & Reports

REQUIRED QUALIFICATIONS

- Bachelor's degree in US History, American Studies, Political Science, Library Science, or related field;
- Working knowledge of records management techniques and information systems;
- Working knowledge of state and local government operations and functions;
- Excellent customer service skills required to provide consultative services;
- Demonstrated ability to develop retention and disposition schedules;
- Demonstrated ability to develop and deliver effective training;
- Demonstrated ability to work with a wide variety of people including staff and public officials;
- Demonstrated ability to communicate clearly, both verbally and in writing;
- Demonstrated ability to advise agency management on organizational and operational issues;
- Prior experience with developing retention and disposition schedules;
- Ability to lift boxes or records weighing up to 50 pounds; and,
- Must have a valid Virginia driver's license, or the ability to obtain one prior to date of hire.

PREFERRED QUALIFICATIONS

- Advanced degree in a related field preferred; and,
- Previous experience in a large governmental archival or records management program preferred.

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 <https://virginiajobs.peopleadmin.com> for positions #00082 and #00225 open until filled. **First review of applications will begin on January 8, 2021.** Questions should be directed to the Office of Human Resources at vanessa.anderson@lva.virginia.gov.

OTHER IMPORTANT INFORMATION

Please visit our website at www.lva.virginia.gov for additional information about the agency. Selected candidate must successfully pass a criminal history 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.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act. **An EEO/AA/ADA Employer**