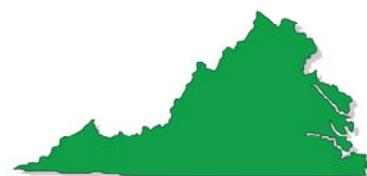


COLLECTION MANAGEMENT COORDINATOR



Position Overview

The Library of Virginia seeks a Collection Management Coordinator to supervise and ensure the effective operation of the Library's collection development and acquisition programs by providing professional knowledge and leadership to enhance the Library's book, serial, special, and other in-print, microform and electronic collections in support of the agency's mission. This position is responsible for conducting collection assessment studies, participating in long-range collection development planning, reviewing current sources for appropriate purchases for the collection, and assisting in reviewing and administering vendor contract services. This position is also responsible for organizing and implementing the donations process for published library materials, closely monitoring expenditures within multiple budget categories, and coordinating periodic reviews of the Library's Collection Development Plan, making recommendations for revision and working closely with multiple programs and departments to ensure full agency participation. The candidate selected for this position will be responsible for the supervision of the acquisitions and state and federal government publications staff and will serve as a liaison to multiple departments, especially public services and Special Collections. The Library fosters an open, team-oriented environment and is looking for a candidate who will be supportive of 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.

Collection Management Coordinator (Library Specialist III)

Position Number 00088
Salary Minimum \$43,000
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:

- Considerable knowledge of library collection development and acquisition methods and procedures;
- Considerable knowledge of standard library operating procedures, automated library systems, and online database searching;
- Considerable knowledge of bibliographic sources and research techniques, and library practice relating to gift programs;
- Knowledge of technical processing, bibliographic utilities, and bibliographic control;
- Knowledge of supervisory practices and principles;
- Knowledge and experience in the coordination and supervision of staff members;
- Excellent customer service and communication skills;
- Demonstrated ability to select library materials according to a collection development policy;
- Demonstrated ability to supervise and motivate staff and work with staff at all levels;
- Demonstrated ability to assess the training needs of staff and to develop and provide training, as well as the ability to review work of staff and provide guidance and assistance as needed;
- Demonstrated ability to work well with Library management, with staff members from across the agency, as well as book dealers and others outside the Library community; and,
- Demonstrated ability to work both independently and as part of a team.

Preferred:

- Knowledge of the Federal Depository Library Program and Virginia State Publications Depository Program is desirable;
- An extensive knowledge of the literature associated with Virginia is highly desirable;
- Master of Library Science Degree from an ALA-accredited library school, or college work in library science or liberal arts preferred; and,
- Certificate issued by the Virginia State Library Board for Certification preferred.

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 and cover letter online at <https://virginiajobs.peopleadmin.com> for position #00088.

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 July 15, 2016.