



WELCOME TO THE



**LIBRARY OF VIRGINIA**

State Archivist & Director of Government Records Services Position – Open Until Filled



Panoramic building photograph © Thomas R. Schiff



The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million and 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.

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.

State Archivist & Director, Government Records Services | Richmond, Virginia

## RICHMOND, VIRGINIA

Richmond, the capital of Virginia, is one of the most beautiful historic towns in the South. Richmond is an urban city with a small-town feel.

There are plenty of things to do in Richmond. Not only is it home to the Library of Virginia, but also the Virginia Museum of Fine Arts, the Virginia State Capitol, Lewis Ginter Botanical Garden, the Virginia Museum of History and Culture, the Virginia Holocaust Museum, Maymont, the Edgar Allan Poe Museum, the American Civil War Museum, Kings Dominion, and the beautiful James River. In addition to all that Richmond has to offer, Virginia is home to [41 state parks](#) and [22 national parks](#).



Virginia Capitol Building

## SURROUNDING COUNTIES

The Richmond Metro area consists of the City of Richmond, Henrico County, Chesterfield, and Hanover County. The area is connected by Interstates 95, 64 and 295. Henrico forms the northern border of Richmond and surrounds the city along the James River's north banks. Chesterfield is south of the James River along Richmond's southern border. Hanover County borders Henrico County to the north. Chesterfield is the most populated county in the region and Hanover is the most rural of these counties. Within these counties you can find many communities within an easy commute to Downtown Richmond.



Downtown Richmond and James River



## COMMONWEALTH OF VIRGINIA STATE GOVERNMENT

The government of Virginia is divided into three main branches, the executive, legislative, and judiciary branches. Within those branches are over 100 state agencies and offices, each with their own area of responsibility and ready to serve the residents of the commonwealth.

## ABOUT THE LIBRARY OF VIRGINIA, A STATE GOVERNMENT AGENCY

The Library of Virginia, an Executive Branch Agency, falls under the authority of the Library Board and within the Secretariat of Education. The Library was created by the General Assembly in 1823 to organize, care for, and manage the state's growing collection of books and official records—many of which date back to the early colonial period. The Library occupied rooms on the third floor of the Capitol in Richmond until 1895, when Virginia erected a new Library and office building on the eastern side of Capitol Square. Outgrowing this location, the Library in 1940 moved to a handsome, new art deco building on Capitol Street, adjacent to City Hall and the Executive Mansion. In 1997, the Library opened to the public at 800 East Broad Street, its fourth home since its founding. In 2023, the Library will celebrate its 200th anniversary.

The Library houses the most comprehensive collection of materials on Virginia government, history, and culture available anywhere. The collections illustrate the rich and varied past of the commonwealth, documenting the lives of Virginians known to all, as well as those of ordinary citizens whose accomplishments are the foundation of our heritage. The Library's printed, manuscript, map, and photographic collections attract researchers from across the country and around the world, while the Library's websites provide collection-based content and access to our digital collections to those at great distances who are not able to travel to Richmond. In addition to managing and preserving its collections, the Library supplies research and reference assistance to state officials; provides consulting services to state and local government agencies and to Virginia's public libraries; administers numerous federal, state, and local grant programs; provides educational programs and resources on Virginia history and culture for students and teachers; and offers the public a wide array of exhibitions, lectures, book talks, and other programs.



In addition to the main Library building, the Library manages the State Records Center in Henrico County, where inactive, nonpermanent records of state agencies and local governments are housed.



## VISION

The Library of Virginia inspires learning, ignites imagination, creates possibilities, encourages understanding, and engages Virginia's past to empower its future.

## MISSION

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.

## GOVERNMENT RECORDS SERVICES

The Government Records Services Division is responsible for administering Virginia's state and local records programs, and records management programs in keeping with the provisions of the Virginia Public Records Act (Virginia Code §42.1-76 to 90).

## PURPOSE OF POSITION

This position is responsible for administering the Government Records Services Division with oversight of the state records, local records, and records management programs. The candidate selected for this position will plan and oversee the transfer of historically significant records to the state archives; oversee their appraisal, arrangement, description, and preservation; and facilitate public access to the Library's incomparable archival collection. The State Archivist will work with state and local officials and agencies to identify, schedule, reformat, secure, and preserve Virginia's official documentary record in accordance with the Virginia Public Records Act (§42.1-76 of the Code) and in alignment with all federal, state, professional, and industry standards and regulations. As State Archivist, the selected candidate will provide oversight to the Virginia Circuit Court Records Program and serve as the chair of the Virginia State Historical Records Advisory Board. The State Archivist also provides policy guidance to the Librarian of Virginia, the Library Board, and to state and local officials on issues relating to the implementation of the Virginia Public Records Act and works to maintain Virginia's position of leadership within the state and national archival community.

## THE IDEAL CANDIDATE

The next State Archivist and Director of Government Records Services will continue the tradition of outstanding leadership within the state and national archival community. The ideal candidate will be a strategic partner with the Librarian of Virginia and the Library's senior management in moving the agency forward into its third century. The successful candidate should be someone who knows how to build and maintain relationships -- internally, within state government, and with external stakeholders.

Desirable qualities of the selected candidate include the ability to master the details of the agency's archival program while understanding how they support the agency's mission and vision as a whole, to make timely and difficult decisions, and to operate with integrity, honesty, and transparency. The selected candidate will need to be flexible, creative, and proactive in identifying solutions to problems.

The State Archivist and Director of Government Records Services must have a thorough grounding in archives and records management theory and practice, have outstanding communication skills, be adept at listening, and be approachable and easy to talk to. The ideal candidate will be someone who can lead staff through challenges by effectively communicating the vision of the Library and then allow the employees to utilize their expertise to navigate the changes. They will set expectations for the staff, effectively communicate those expectations, and then step back and monitor progress. Accountability and customer service will be an important focus for the new Director.

The Library fosters an open, team-oriented environment and is looking for a candidate who will support our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.

## COMPENSATION AND BENEFITS

The salary range is set at a \$95,000 to \$115,000 depending on experience and qualifications. 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.

This position is eligible for limited teleworking options. Final teleworking agreements will be reviewed and approved upon hire.

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.

## MINIMUM QUALIFICATIONS

- Comprehensive knowledge of archival and records management practices and procedures; the organization and operation of state and local government and Virginia history; online archival-description utilities; conservation-preservation procedures, as well as microform and electronic reformatting; and the management of electronic records;
- Excellent writing, communication, and interpersonal skills; and,
- Demonstrated ability to lead professional and paraprofessional staff effectively; coordinate complex workflows; foster teamwork across multiple programs; work as a member of a team and exercise a high level of independent judgment; administer the staff, fiscal, and other resources of a complex program; and represent the program to the archival community, the Library Board, elected and appointed officials at all levels of government, historical and educational communities, diverse audiences, and constituent groups.

## PREFERRED QUALIFICATIONS

- Master's degree from an accredited university with a concentration in archival administration, history, library and information science, or related field strongly preferred;
- Advanced and progressive experience in program management and administration and supervision of professional staff in an archival and/or records management organization, historical society, university, or similar research or educational organization;
- Experience in budget preparation and management; and,
- Certification as an archivist or records manager desirable.

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 position #00102. This position is open until filled. First review of applications will begin on August 26, 2022. Questions should be directed to the Office of Human Resources at (804) 692-3586 or [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@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 [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov) or 804-692-3586.

Individuals with disabilities are encouraged to apply through the Commonwealth Alternative Hiring Process and provide their Certificate of Disability (COD) provided by a Certified Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS).

Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS 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.

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 (804) 692-3586 or email [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).



Reading Room

## RELOCATION ASSISTANCE

Moving and relocation expenses for out-of-state hires are handled on a reimbursement basis only and may or may not include all expenses. In-state applicants are not eligible for relocation assistance. Authorization for reimbursement of expenses for moving and relocating a new employee will be made by agency management based on established Commonwealth of Virginia policy.

No expenses can be reimbursed to or paid on behalf of a new employee until after the new employee has signed an Employment Tenure Agreement. All expenses for travel involved in relocating are subject to this agency's travel regulations and restrictions.

Reimbursement for expenses involved with relocation for employment is income to the employee per the Internal Revenue Service. Most of these expenses are also subject to payroll tax withholding.



## OTHER IMPORTANT INFORMATION

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.

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 complete the Statement of Economic Interest for the Commonwealth of Virginia.

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.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.

## ADDITIONAL INFORMATION

For additional information about the Commonwealth of Virginia, visit:

<https://www.virginia.org/Welcome>

<https://governor.virginia.gov/>

<https://www.virginia.gov>

For additional information about Richmond, Virginia, visit:

<https://www.visitrichmondva.com/>



For additional information about the Library visit: [www.lva.virginia.gov](http://www.lva.virginia.gov)



Our Location

800 E. Broad St.  
Richmond, VA 23219

