



## Position Overview

The Library of Virginia (LVA), the archival agency for the Commonwealth of Virginia, is seeking a **Records & Information Management Analyst**. Reporting to the Records Management Coordinator, the Analyst will provide direct services to designated records officers in state and local governmental offices to analyze and assess record keeping and information systems; to assist in the cooperative development and review of Record Retention and Disposition Schedules for the management of public records; to identify records management training needs and recommend, develop and present training programs to meet those needs, in order to ensure procedures used to manage and preserve public records are uniform throughout the Commonwealth. 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 LVA.



OUR LOCATION:

800 East Broad Street  
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.



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.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# RECORDS & INFORMATION MANAGEMENT ANALYST (Program Administration Specialist II)

**Position Number 00123**  
**Salary Minimum: \$42,614**  
**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**

- Bachelor's degree in US History, American Studies, Political Science or Library Science with emphasis in records management;
- 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;
- Ability to lift boxes or records weighing up to 50 pounds;
- Prior experience with developing retention and disposition schedules; and
- Must have a valid Virginia driver's license, or the ability to obtain one prior to date of hire.

## **Preferred**

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

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.

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, cover letter & resume online at <https://virginiajobs.peopleadmin.com> for position #00123.

Please visit our website at [www.lva.virginia.gov](http://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](mailto:nancy.epperly@lva.virginia.gov).

## **An EEO/AA/ADA Employer**

**Applications for this position  
must be received by 11:59pm  
on October 23, 2016.**