



LIBRARY OF VIRGINIA

REFERENCE ARCHIVIST

Position #00143, Pay Band 4

Library Specialist II; 29052

Salary Range up to \$45,000 (commensurate with experience)

Open to the General Public

Join an outstanding team of archivists and librarians committed to providing the best and most accurate information to Virginians and researchers around the world. The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a Reference Archivist. Reporting to the Archives & Library Reference Services Department in the Public Services & Outreach Division, the selected candidate will provide direct services to the general public; state and local government officials; local, national, and international media; academic and specialized researchers; and correspondents by interpreting, evaluating, and analyzing their research needs. The selected candidate will apply their knowledge of Virginia history and government, historiography, and the holdings of the archives in order to guide, direct, instruct, or provide the information necessary to answer inquiries and to make the archival records of the Commonwealth available for use as required by Section 42.1-76, Code of Virginia.

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

60% - Assists Researchers & Staff

20% - Conducts Research

10% - Participates in Archival & Agency Projects

05% - Maintains collections

05% - Presentations & Tours

REQUIRED QUALIFICATIONS

- Bachelor's degree in U.S. history, American studies, library science, or a related field with an emphasis in archival administration; or Academy of Certified Archivists (ACA) certification and formal experience in an archival institution;
- Knowledge and experience with best practices in public service and reference service models as articulated in the American Library Association's "Guidelines for Behavioral Performance of Reference and Information Service Providers," as noted in the Reference and User Services Association (RUSA) section of the ALA website;
- Considerable knowledge of US History and government; historical and genealogical research methodology; and of archival theory and practice and cartographic research methodology;
- Excellent written, verbal and listening skills;
- Excellent customer service skills;
- Demonstrated ability to provide moderately complex to complex reference service in an archival

repository and research library;

- Demonstrated ability to deliver presentations, analyze research materials, write effectively, and prepare publications;
- Demonstrated ability to plan and carry out projects and direct the work of others;
- Demonstrated ability to work with the public on a sustained basis and as a member of a team; and
- Demonstrated ability to use computer programs and automated databases.

PREFERRED QUALIFICATIONS

- Master's degree in U.S. history, American studies, library science, or a related field with an emphasis on archival administration; and
- Considerable experience in an archives, manuscripts repository, or special collections department of a major research library with emphasis on public service is 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 #00143. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@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 nancy.epperly@lva.virginia.gov or 804-692-3586.

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.

SPECIAL REQUIREMENTS

The Library of Virginia is an Executive Level Branch agency. Effective September 1, 2021, in accordance with Governor Ralph Northam's Executive Directive #18, by Article V, Sections 1 and 7 of the Constitution of Virginia, and by § 2.2-103 of the Code of Virginia, all Executive Branch employees who enter the workplace or who have public-facing work duties must disclose their vaccine status to the designated agency personnel. Executive Branch Employees who are not fully vaccinated or choose not to disclose their current vaccine status must undergo weekly COVID-19 testing and disclose weekly the results of those tests to the designated agency personnel. All Executive Branch Employees who have not been fully vaccinated must cover their mouth and nose with a mask in accordance with the Centers for Disease Control and Prevention while indoors and conducting public business.

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.

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.