



## Position Overview

The Library of Virginia is seeking a Human Resources Manager to provide the full range of Human Resource services to staff and management of the Library of Virginia. This position is responsible for planning, implementing, and managing a complex human resource program encompassing a wide diversity of clerical, technical, and professional positions. The selected candidate will manage activities in the areas of benefits, classification/compensation, employee relations, recruitment/employment, transactions, personnel recordkeeping and performance management. The Library fosters an open, team-oriented environment and is looking for someone who will be enthusiastic about our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.



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

# HUMAN RESOURCES MANAGER (Human Resource Manager I)

**Position Number 00197**

**Salary Minimum: \$50,927**

**Full-time with benefits**

***This position is open to active Commonwealth of Virginia state government employees only.***

## **Qualifications**

- Progressively responsible professional human resources generalist experience in areas of compensation, recruitment/selection, training, employee relations, organization management, and program development/management;
- Considerable working knowledge of:
  - HR management principles/practices and related federal and state laws and regulations;
  - Practices under Compensation Reform including job evaluation, pay practices, recognition programs, and performance management;
  - Recruitment, screening, interviewing, and selection techniques;
  - Counseling and dispute resolution; and,
  - Training techniques.
- Demonstrated competence with HR automated systems/databases;
- Ability to reach logical, legally supportable conclusions/decisions;
- Ability to communicate effectively both orally and in writing; and,
- Ability to effectively counsel and advise management and staff.

## **Preferred**

- Graduation from an accredited college/university with major studies in human resources, public administration, or a related field; and,
- Knowledge of various state HR systems; such as, PMIS, BES, HuRMan, Payline, RMS, TAL, and VRS Navigator 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 #00197.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. Selected candidate must complete a criminal background check and the Statement of Economic Interest for the Commonwealth of Virginia.

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 December 5, 2016.**