



LIBRARY OF VIRGINIA

ARCHIVAL ELECTRONIC RECORDS COORDINATOR

Position #00220 (Full-Time), Pay Band 5

Library Specialist III; 29053

Salary Range: \$56,051--\$78,452 (commensurate with experience)

OPEN UNTIL FILLED

The Library of Virginia seeks an Archival Electronic Records Coordinator to lead agency-wide planning and technical management of its born-digital government records. As part of the Digital Initiatives & Web Services division, the ideal candidate will bring a collaborative and intellectually curious spirit to the development of the proper policies, procedures, technologies, and documentation that supports the sustainability and public access to these records.

Responsibilities include a thorough needs analysis of the current backlog of electronic records and the development of effective workflows and procedures for the transfer, accessioning, technical processing, and public access to the records. This work will be done in collaboration with government records archivists tasked with the appraisal and descriptive processing of the records. The person in this position will also serve as the administrator for the Library's Archive-It web archiving collections and will participate as part of a team that manages the Library's digital preservation system, Ex Libris' Rosetta.

Founded in 1823 and one of the oldest agencies of Virginia government, the Library of Virginia was created 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. 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.

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, 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

- 40% - Archival Electronic Records Process and Tool Development
- 40% - Archival Electronic Records Technical Processing and Management
- 15% - Web Archiving
- 05% - Customer Service and Outreach

REQUIRED QUALIFICATIONS

- Comprehensive knowledge of records management and archival standards, practices, and procedures.
- Considerable knowledge of descriptive, technical, preservation, and structural metadata standards; digital asset management systems and open-source technologies related to the delivery of electronic and digital library and archival collections.
- Considerable knowledge of emerging standards and professional issues related to the long term management of and access to electronic records.

- Demonstrated knowledge of legal and professional issues impacting electronic records management highly desirable.
- Demonstrated understanding of public access needs and public service functions in archival repositories.
- Demonstrated knowledge of Virginia state and local history and governmental organizations also desirable.
- Demonstrated ability to conduct research, analyze trends, develop and write policies and guidelines, understand and organize complex workflows and exercise a high level of independence, decisiveness, leadership and consensus-building.
- Demonstrated experience as an archivist or in information systems and progressive work experience in managing electronic, digital, and archival records.
- Excellent writing, communication, and interpersonal skills required.

PREFERRED QUALIFICATIONS

- Formal training or experience in archives administration and processing, electronic records or digital collection creation and management.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Archival Electronic Records Coordinator - Richmond, Virginia, United States](#) for position #00220. **This position is open until filled. First review of applications: December 2, 2024.** Questions should be directed to humanresources@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 humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI 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, or DBVI at 800-622-2155.

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 humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

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.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.