



## LIBRARY OF VIRGINIA

### **Project Manager-Virginia Untold: African American Narrative**

Position #00224 (Full-Time), Pay Band 5

Library Specialist III; 29053

Salary Range up to \$60,000 (commensurate with experience)

Grant Funded 2 Year Term Assignment

Open to the General Public

As the Commonwealth's library and archives, the Library of Virginia (LVA) is a trusted educational institution dedicated to acquiring, preserving, and promoting access to unique collections of Virginia's history and culture and advancing the development of library and records management services statewide. The Library of Virginia inspires learning, ignites imagination, creates possibilities, encourages understanding, and engages Virginia's past to empower its future.

LVA is seeking a Project Manager to manage the pioneering Virginia Untold: the African American Narrative funded by the National Historical Publications and Records Commission (NHPRC), with particular emphasis on monitoring project activities, benchmarks, and accomplishments. The successful candidate will coordinate and participate in the processing, conservation, digitization, and courthouse surveys of archival records that tell the stories of Virginia's free and enslaved population in the 18<sup>th</sup> and 19<sup>th</sup> centuries. They will also participate in outreach activities for promoting *Virginia Untold* to the public and cultivating stakeholders through social media and presentations at meetings and conferences.

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.

#### **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.

#### **CORE RESPONSIBILITIES**

- 25% - Project Coordination
- 30% - Processing and Conservation
- 30% - Digitization and Access
- 15% - Consulting & Outreach

#### **REQUIRED QUALIFICATIONS**

- Considerable knowledge of archival standards, theory, and practice;
- Considerable knowledge of Virginia state and local history and legal processes;
- Working knowledge of standard archival conservation guidelines;
- Working knowledge of archival automation [EAD] and online cataloging using the MARC format;
- Demonstrated ability to analyze, arrange, and describe collections accurately;
- Demonstrated ability to examine archival records, analyze information therein, and index pertinent data;
- Demonstrated ability to communicate effectively, orally and in writing;
- Demonstrated leadership and management skills; and
- Demonstrated ability to work as an effective member of a team.

## PREFERRED QUALIFICATIONS

- Experience as an archivist at an entry level; and
- Master's degree in U.S. History, Library Science, or related field and formal training in archives administration.

**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 #00224 by 11:59 PM on February 3, 2021. 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.

**The Project Manager-Virginia Untold: African American Narrative position is a 2 year term grant funded assignment and includes state benefits.**

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.

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.

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.

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.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. 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). **An EEO/AA/ADA Employer**