



LIBRARY OF VIRGINIA

COMMUNITIES and CULTURES ARCHIVIST

Position #00229 (Full-Time), Pay Band 04

Library Specialist II; 29052

Salary Range \$50,000 to \$53,000 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia, Collection Access Management Services is seeking a Communities and Cultures Archivist, Library Specialist II, to expand collections to reflect the chronological and cultural breadth of the Commonwealth's rich historical legacy, with an emphasis on an inclusive representation of the full range of diversity of her citizenry. Work with other areas to create an LVA acquisitions process that is more strategically focused, transparent, and empowers those charged with building collections, especially in the areas of diverse and socially inclusive collections. Serves as a consultant for donors interested in donating materials to the archives. This position will evaluate, analyze, arrange, and describe complex collections of manuscript papers. Identifies and organizes manuscript and archival materials in all formats, exercising comprehensive knowledge of both national archival standards and of Virginia and local history, and arranges and stores such materials in accordance with a working knowledge of professional conservation guidelines. To collect, analyze, describe, catalog, and preserve archival and manuscript collections in order to promote universal patron access to the documentary heritage of the Commonwealth and its citizens.

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

30% - Program Implementation (Building Diverse and Socially Inclusive Collections);
25% - Manuscripts Cataloging;
25% - Collection Management;
10% - Preservation; and,
10% - Digital Projects and Outreach.

This is an exempt level position and is eligible for limited teleworking after the first six months of employment.

REQUIRED QUALIFICATIONS

- Considerable knowledge of archival standards, theory, and practice;
- Considerable knowledge of archival automation and online cataloguing using the MARC format;
- Considerable knowledge of Virginia state and local history;
- Considerable working knowledge of standard archival conservation guidelines;
- Considerable working knowledge of EAD;
- Demonstrated research skills;
- Demonstrated ability to analyze, arrange, and describe collections accurately;
- Demonstrated ability to communicate effectively, orally and in writing;
- Demonstrated ability to work as an effective member of a team; and,

- Valid Virginia driver's license or ability to obtain prior to hire.

PREFERRED QUALIFICATIONS

- Undergraduate degree in history, public history, education, or museum studies;
- Master's degree in U.S. history, library science or related field and formal training in archives administration; and,
- Progressive experience as an archivist.

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 [Communities and Cultures Archivist - Richmond, Virginia, United States](#) for position #00229. **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 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.