



LIBRARY OF VIRGINIA

STATE RECORDS MANAGER

Position #00230 (Full-Time), Pay Band 06

Library Manager; 29054

Salary Range \$70,000 to \$80,000 (commensurate with experience)

Open to the General Public

The Library of Virginia, the state library and archives of the commonwealth, is seeking a qualified candidate to serve as the State Records Manager in the Government Records Services Division. The division consists of three departments: the State Records and Local Records archival programs, and Records Management Services. The selected candidate will work both independently and as part of team that advances the proper disposition, care, management and public access to the archival records of the Commonwealth of Virginia.

Reporting to the State Archivist, this position will manage the daily operation of the State Records archival program, supervising the work of 6 archivists with particular emphasis on training and effective team-building, establishing priorities and benchmarks for processing and public access to paper and electronic state government archival collections, and assisting with special projects. The incumbent will identify and secure resource needs to support the work of the branch, work with the Library's Records Management Services team to ensure effective relations with state agencies and the governor's office concerning transfer of their permanent archival records, and will contribute to agency outreach efforts, including speaking to stakeholder groups and at professional conferences and meetings.

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.

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

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

- 10% - Performance Management
- 35% - State Records Program Development and Management
- 25% - Collection Management and Description
- 15% - Records Management Consulting and Advising
- 15% - Customer Service, Outreach, and Professional Participation

REQUIRED QUALIFICATIONS

- Demonstrated experience working as an archivist;
- Considerable knowledge of archival standards, theory, and practice;
- Considerable knowledge of standard archival conservation and collection management guidelines;
- Working knowledge of Virginia state and local history and government;
- Demonstrated ability to analyze, arrange, and describe collections accurately;
- Demonstrated ability to communicate effectively, orally and in writing;
- Demonstrated ability to lead and work as an effective member of a team;
- Demonstrated ability to delegate responsibilities;

- Demonstrated ability to represent the program to the archival community, state agency personnel, elected officials and their staff, diverse audiences, and constituents; and
- Ability to coordinate and assess the activities of a varied professional and paraprofessional staff effectively.

PREFERRED QUALIFICATIONS

- 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;
- Demonstrated experience in progressively responsible archival position;
- Considerable knowledge of and experience with MARC, DACS, EAD, MPLP and other descriptive or processing standards; and
- Working knowledge of records management practices.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00230. 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.

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 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.