



## LIBRARY OF VIRGINIA

Digital Collections Specialist – World War II Separation Notices Digital Project  
Position #00242  
Library Specialist II, Pay Band 4  
Salary Range up to \$40,000-\$50,000(commensurate with experience)  
OPEN UNTIL FILLED

The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a creative and innovative professional to serve as a Digital Collections Specialist in support of our NEH funded "War, Remembrance and the Power of Records: Digitizing the Library of Virginia's WWII Separation Notices" ([https://www.lva.virginia.gov/news/press/media\\_release\\_library\\_of\\_va\\_receives\\_neh\\_grant\\_4.14.22.pdf](https://www.lva.virginia.gov/news/press/media_release_library_of_va_receives_neh_grant_4.14.22.pdf)), as well as secondary, related projects highlighting the Library's World War II era archival and visual collections.

As a member of the Digital Initiatives & Web Services Division, the selected candidate be tasked with oversight and management of the digitization and crowdsourced indexing of appropriate collection materials on From the Page. This will involve the coordination of materials flow to and from the Library's digitization vendor, metadata and file management, oversight of the ingest and export of materials through From the Page, data normalization and upload to the Virginia Open Data Portal (<https://data.virginia.gov/browse?tags=library+of+virginia+%28lva%29>), and preparation of the completed collection into Rosetta and Alma/PrimoVE, the Library's digital preservation and Library Management system platforms respectively.

The selected candidate will also be active in outreach activities in support of the project, including hosting virtual and in-person indexing events with stakeholder groups and members of the public organized under the Library's Making History program (<https://www.virginiamemory.com/makinghistory/>). Additional duties include customer service support to indexing volunteers and other users of the records, presentations at conferences and/or workshops, and the authoring of project related articles for the Library's blog, The UncommonWealth (<https://uncommonwealth.virginiamemory.com/>), and Broadside, the magazine of the Library of Virginia (<https://www.lva.virginia.gov/news/broadside/>).

This position is part of a team that includes colleagues across the agency and commonwealth, such as librarians, archivists, and educational programming staff. The ideal candidate for this position will exhibit the Library of Virginia's competencies with emphasis on leadership, consensus building in a team environment, independence, and collaboration.

**This is a restricted position. While the position is not supported with NEH grant funding, its continuation beyond 2025 is dependent upon additional funding availability.**

### REQUIRED QUALIFICATIONS

- Considerable knowledge of archival and library standards, practices, and procedures and of digital access management systems
- Considerable knowledge of metadata standards, data management, text and image management and conversion tools, and descriptive practices;
- Working knowledge of digital humanities and data analysis practices;
- Excellent writing, communication, and interpersonal skills;
- Demonstrated ability to work effectively and collaboratively in one-on-one and group settings;
- Demonstrated ability to develop and organize streamlined workflows and create related documentation;
- Demonstrated ability to exercise a high-level of independence, decisiveness, leadership, and consensus-building.

### PREFERRED QUALIFICATIONS

- Undergraduate degree in history; public history, education, or museum studies;
- Master's degree in Library Science, history, or other related discipline.

**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 [Digital Collections Specialist - WWII Separation Notices Digital Project - Richmond, Virginia, United States](#) for position #00242. **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 the Office of Human Resources at (804) 692-3582 or [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at [www.lva.virginia.gov](http://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](mailto: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](mailto:humanresources@lva.virginia.gov). **An EEO/AA/ADA Employer**

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.

### **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](mailto:humanresources@lva.virginia.gov). Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.