



## LIBRARY OF VIRGINIA

### PART-TIME STACKS TECHNICIAN POSITION #00500

Administrative and Office Specialist II, Pay Band 2

Hourly Rate: \$12.84 to \$14.42 (commensurate with experience)

**This position will not exceed 28 hours per week.**

Open to General Public

The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a Stacks Technician. The selected candidate will perform stacks functions associated with retrieval, re-shelving, shifting, and shelf reading of archival and library materials in an accurate, timely, and precise manner. This position also provides support to the Reference Desk by assisting patrons and various customer service-centric functions including patron registration, photocopying, and processing payments of fines. This position will require interaction with a number of other areas of the Library and the successful candidate will be able to develop positive relationships with others and provide excellent customer service to both internal and external customers.

**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.**

#### CORE RESPONSIBILITIES

- 35% - Locate Materials
- 25% - Maintains Order of Stacks Collection and Reading Rooms
- 15% - Sorts and Shelves Materials
- 15% - Provides Support Services
- 10% - Tracks Missing Materials

#### REQUIRED QUALIFICATIONS

- High School Diploma or G.E.D. equivalent;
- Basic knowledge of library and/or archives terminology;
- Basic knowledge of computer operations;
- Excellent customer service skills;
- Ability to interpret oral and written instructions;
- Ability to understand and follow established procedures;
- Ability to do detailed work accurately;
- Ability to work with Staff and the public and communicate effectively;
- Ability to work effectively, both independently, and as a team member;
- Ability to lift and move volumes, boxes, and other containers weighing 30 to 40 pounds each;
- Ability to work in a closed stacks environment with a year-round temperature of 68° F; and
- Ability to work a rotating Saturday schedule.

#### PREFERRED QUALIFICATIONS

- College courses in history and/or library science;
- Some knowledge of archival theory and practices;
- Knowledge of and experience with Library of Congress (LC) and/or the Superintendent of Documents (SuDocs) classification schemes;
- Experience using an integrated library system, such as ALMA;
- Experience using an inventory reporting and tracking system, such as InfoLinx; and
- Previous related experience in a library, archives, or records storage facility.

**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 #00500 by 11:59 PM on Friday, May 14, 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 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.

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**