

Sample Job Posting 2015

Position: Sr. Local Records Consulting Archivist, Library Specialist II

Posting:

Sr. Local Records Consulting Archivist
Library Specialist II
Position Number xxxxx
Salary Minimum \$xxxxxx
Full-time

The Circuit Court Records Preservation Program (CCRP) is a part of the Library of Virginia's Local Records Services Branch in the Government Records Services Division. The CCRP helps preserve and make accessible permanent circuit court records by awarding grants to the commonwealth's circuit court clerks to preserve and reformat records housed in their localities, and by providing centralized services at the Library of Virginia to assist circuit court clerks with their archival and records programs.

The Library of Virginia is seeking two Senior Local Records Consulting Archivists to assist in the coordination and implementation of the Local Records program on behalf of the CCRP. The successful candidates will provide advice, assistance, and guidance on archives and records management issues to circuit court clerks in all 120 localities in Virginia. Core responsibilities include conducting site visits, assessing and evaluating archival and records management priorities for circuit court clerks through the CCRP and grant programs; providing grant support through project oversight, assessment and reporting; and providing orientation and training for circuit court clerks and other local records staff. The archivists will promote the CCRP to internal and external audiences and perform basic conservation and archival descriptive work for local records in the Library of Virginia's collection, including work in the Chancery Records Index. In addition to the qualifications listed, the candidates will demonstrate the Library's competencies including promoting a professional, positive image of the Library through their interactions with both internal and external customers, demonstrating an open, team-oriented work environment, and by planning, organizing, and prioritizing work to meet deadlines and established objectives.

Selected candidate must be able to travel extensively, occasionally overnight.

Qualifications:

- Knowledge of archival and records management practices and procedures;
- Knowledge of archival description functions;
- Knowledge of online archival description and office utilities;
- Knowledge of basic conservation and preservation procedures;
- Knowledge of microform and electronic reformatting;
- Knowledge of the organization of Virginia circuit court records;
- Knowledge of Virginia history and local government;

- Some knowledge of and ability to coordinate grant applications and processes;
- Excellent interpersonal, writing, and other communication skills;
- Demonstrated ability to coordinate complex projects;
- Demonstrated ability to work effectively with professional and paraprofessional staff across multiple programs and with outside constituencies;
- Demonstrated ability to design and deliver training programs on archival, preservation, and other local records related issues;
- Demonstrated ability to represent the CCRP to the archival community, government officials, constituent groups, and the public verbally and in writing;
- Must have a valid Virginia driver's license, or the ability to obtain one prior to date of hire;
- A degree in applied history/archival studies, U.S. history, library science, public administration, or a related field is preferred; and
- A graduate degree in one of the above disciplines is highly desirable.

These are restricted positions based on available funding through non-general fund revenue.

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 xxxx for position #xxxxx by **11:59 PM on December 18, 2015. Applications will be considered in filling both positions.** Please read the entire job announcement posted in the state jobs site for further details and special instructions to applicants. Selected candidates must pass a criminal background check and will be required to provide a recent copy of their driving records.

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. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the Office of Human Resources at xxxx.

An EEO/AA/ADA Employer