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LIBRARY  
OF VIRGINIA  
1823 - 2023



CURATED FOR THE CURIOUS  
LIBRARY OF VIRGINIA

# LIBRARIAN OF VIRGINIA

JOB ANNOUNCEMENT AND PROFILE



# LIBRARIAN OF VIRGINIA

The Library Board is inviting applications from qualified applicants to serve as the tenth Librarian of Virginia.

## SUMMARY

Appointed by and reporting to the Library Board, the Librarian of Virginia is the chief executive officer of one of the most historically significant and forward-looking agencies in Virginia state government. The Librarian oversees a team of 135 employees across 7 divisions who are charged with carrying out the Library's multifaceted public-facing mission with an annual budget of \$37 million appropriated by the General Assembly and an additional \$10 million in federal and special funds.

We seek individuals who are passionate and energized about the role of a public humanities agency that the Library of Virginia plays helping educate and inspire audiences across the commonwealth regarding Virginia's history. We welcome applications from individuals who have experience in a large state, academic, public, or multi-type library, archives and/or research organization as an agency head, director or top-level manager, particularly individuals with experience in strategic planning, program and policy development and building relationships with government and community stakeholders.

The Librarian of Virginia heads one of the seven cultural agencies that fall under the purview of the Secretary of Education within Virginia state government. As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

## Key Duties and Job Responsibilities of the Librarian of Virginia

- Oversees the most comprehensive collection of books, manuscripts, public records, newspapers, maps, prints, photographs and other materials documenting the history of Virginia and its people across four centuries. Promotes open access to the Library's holdings for researchers and the general public while ensuring collection preservation and security.
- Provides leadership and strategic direction to the agency and its dedicated team of archivists, librarians, public historians, systems and digital technology specialists and fiscal, human resources, marketing and support staff. Fosters a culture of respect and inclusion that supports staff in their efforts to offer best-in-class service to the public.



- Builds and maintains strong relationships with elected and appointed officials across state government. Works closely with the Secretary of Education's Office and other executive branch agencies to advance the Governor's priorities and initiatives as they fall within the Library's mission. Supports the clerks of the House of Delegates and the Senate and the members of the General Assembly as a research and reference resource and through oversight of the State Art Collection. Briefs the Governor's Office and legislative leadership on the Library's major activities, initiatives and resource needs. Serves on state councils, task forces and commissions as directed by the *Code of Virginia*, among them the Freedom of Information Advisory Council, the Virginia Women's Monument Commission and the Virginia American Revolution 250 Commission.

- Maintains an active presence in library, archives, genealogical and historical communities at the local, state and national level. Regularly attends meetings of the Chief Officers of State Library Agencies (COSLA) and other state and national organizations related to the Library's mission to stay abreast of issues across the country. Fosters open communication and builds strong personal and institutional relationships with the Library's key stakeholders, especially with the Friends of the Virginia State Archives, the Virginia Genealogical Society and the Virginia Public Library Directors Association.
- Ensures that the agency fulfills its state and federally mandated responsibilities with regard to the use and distribution of the State Aid appropriation for local public libraries and federal Library Services and Technology Act funding.
- Makes sure that all requirements placed on the Library and the Library Board by the Virginia Public Records Act (*Code of Virginia 42.1-76.1-91*) are met. Maintains an effective statewide records management program consistent with the regulations and guidelines established by the Library Board.
- Serves as Secretary to the Library Board with responsibility for facilitating Board meetings, maintaining a permanent record of all Board decisions and proceedings and providing administrative support for Library Board activities and functions. Ensures that all Board meetings and activities comply with the Virginia Freedom of Information Act and that Board members are advised of all state laws and regulations that apply to members of Virginia public bodies. Consults with the agency's counsel in the Attorney General's Office as needed on legal issues relating to the agency or the Library Board.
- Serves as an ex officio voting member of the Library of Virginia Foundation Board and of the Foundation's Finance Committee and Executive Committee. Promotes a collegial and collaborative relationship between the Library and the Foundation to maximize the Foundation's fundraising capacity. Actively participates in Foundation events and cultivation activities and meets with prospective donors as needed. Ensures that the Foundation has a current list of agency needs and supports the Foundation's efforts to secure private donations and grant funding to address them.

## Qualifications and Characteristics

- A Master of Library and Information Science degree from an ALA-accredited university strongly preferred. Additional graduate degree in a discipline related to the Library's mission desirable.
- A minimum of 7 to 10 years of professional experience in a large state, academic or public library, archives, historical society or museum, with some of that time as the director or top-level manager.
- Proven track record in organizational leadership, strategic planning, financial management, service excellence, institutional advancement and partnership development.
- Exceptional communication and presentation skills, both written and verbal. Proven ability to inspire external audiences, energize supporters and motivate colleagues and staff.
- Excellent interpersonal skills and ability to work well with elected and appointed officials, board members, donors, stakeholders and the general public. Ability to build rapport with a variety of audiences and personalities.
- Should possess integrity, imagination, creativity, collegiality, persistence, resilience, a sense of humor and an appreciation for diverse backgrounds and perspectives.

## SALARY

The salary for this role is set by the Appropriations Act. As of July 1, 2023, it is \$186,794.

## APPLICATION PROCESS AND DEADLINES

Confidential expressions of interest and letters of application are welcomed and can be made by emailing [HRJobs@lva.virginia.gov](mailto:HRJobs@lva.virginia.gov).

Applications should include a cover letter, curriculum vitae and a list of at least three professional references. Please note: The search committee will not contact references without prior approval/consent of applicants being considered.

The position will remain open until filled, but for priority review, applicants should submit their application materials by 5 p.m. Eastern Daylight Time on August 21, 2023.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Questions about the application process, applicable hiring policies and procedures and any accommodations needed may be addressed to Vanessa Anderson, Human Resources Director, at [HRJobs@lva.virginia.gov](mailto:HRJobs@lva.virginia.gov).

## EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

It is the policy of the Commonwealth that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.





## ABOUT THE LIBRARY OF VIRGINIA

The Library of Virginia was created by the General Assembly in 1823 to organize, care for, and manage the state's growing collection of books and official records — many of which date back to the early colonial period. The Library occupied rooms on the third floor of the Capitol in Richmond until 1895, when Virginia constructed a new Library and office building on the eastern side of Capitol Square. Outgrowing this location, the Library moved in 1940 to a new art deco building on Capitol Street, adjacent to Old City Hall and the Executive Mansion. In 1997, the Library opened its current location at 800 East Broad Street, its fourth home since its founding. In addition to the main Library building, the Library manages the State Records Center in Henrico County, where inactive, nonpermanent records of state agencies and local governments are housed.

The Library houses the most comprehensive collection of materials on Virginia government, history and culture available anywhere. The collections illustrate the rich and varied past of the commonwealth, documenting the lives of Virginians whose deeds are known to all, as well as those of ordinary citizens whose accomplishments are the foundation of our heritage. The Library's printed, manuscript, map and photographic collections attract researchers from across the country and the world, while the Library's websites provide collection-based content and access to our digital collections to those at great distances who are not able to



travel to Richmond. In addition to managing and preserving its collections, the Library supplies research and reference assistance to state officials; provides consulting services to state and local government agencies and to Virginia's public libraries; administers numerous federal, state and local grant programs; publishes award-winning books on Virginia history; provides educational programs and resources on Virginia history and culture for students and teachers; and offers the public a wide array of exhibitions, lectures, book-signings and other programs.

## ABOUT THE LIBRARY OF VIRGINIA FOUNDATION

Founded in 1984, the Library of Virginia Foundation supports the Library of Virginia and its mission by raising private financial support, managing its endowment, and overseeing programming that brings Virginia's history and culture to life. The foundation is an independent 501(c)3 nonprofit governed by a Board of Trustees whose sole beneficiary is the Library of Virginia. The foundation is not a grantmaking organization.

## ABOUT RICHMOND

Richmond, the capital of Virginia, is one of the most beautiful historic towns in the South. Richmond is an urban city with a small-town feel. Greater Richmond has a population of 1.1 million people, and includes seven counties (Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan) surrounding the City of Richmond, which offer a unique combination of affordability and quality of life in urban, suburban and rural settings. The metro area is home to five colleges and universities, two of which are ranked in the top 50 in the country for liberal arts or research.

In addition to the Library of Virginia, Richmond is home to a thriving cultural and performing arts scene. The Library's sister agencies — the Virginia Museum of Fine Arts and the Science Museum — are just across town. And a strong network of local museums and attractions draw international tourism, including the Virginia State Capitol, Lewis Ginter Botanical Garden, the Virginia Museum of History and Culture, the Virginia Holocaust Museum, Maymont, the Edgar Allan Poe Museum and the American Civil War Museum.

The city has become known for its culinary strength, with many local restaurants garnering national acclaim. *National Geographic* named Richmond a top 10 international food travel destination. The city also hosts several food festivals each year highlighting international cuisines from around the world.

The James River runs through the heart of the city and is a key part of the outdoors scene, from hikes around the miles of wooded park system trails along the river to floating down the river on kayaks, canoes or even rafting through Class IV rapids.

In addition to these attractions, Richmond was recently named the #7 best destination in the United States to visit by Lonely Planet. The *New York Times* named Richmond one of its 52 Places to Visit in 2020, and the city also is ideally located in the Commonwealth of Virginia, a mere two hours away from the winding Blue Ridge Mountains in the west, the nation's capital, Washington, D.C., to the north and Virginia's beautiful coastal beaches to the east.



Richmond Photos Courtesy of Richmond Region Tourism



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