



LIBRARY OF VIRGINIA

RECORDS & INFORMATION MANAGEMENT ANALYST

Position #00138 (Full-Time), Pay Band 5
Program Administration Specialist II; 19212
Salary Range \$56,051 - \$81,972 (Commensurate with Experience)
Open to the General Public: December 31, 2024 – January 31, 2025

The Library of Virginia is seeking a dynamic Records & Information Management Analyst who shares our commitment to open and accountable government in order to responsibly preserve the memory of past Virginians and to assure the rights of present and future Virginians, and our vision to support this commitment via fostering collaborations with state and local government agencies.

Reporting to the Records Management Section Manager within the Government Records Services Division, the Analyst will actively engage a diverse clientele across both state and local government in order to help them manage their records, analog or digital, in compliance with the Code of Virginia and current best practices. To that end, the selected candidate will develop, review, and disseminate records retention series and schedules, and other policies and procedures for the management of public records; identify records management training needs and recommend, develop, and present training programs to meet those needs, both in person and virtually; respond to inquiries from state and local agencies; provide consultation in planning for and responding to records emergency situations; and help facilitate successful transfers of permanent records to the Library.

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution dedicated to acquiring, preserving, and promoting access to unique collections of Virginia's history and culture and advancing the development of library and records management services statewide. The Records Management section supports this mission by building relationships with its client agencies to inform, empower, and support them to reach their records management goals. The Library of Virginia inspires learning, ignites imagination, creates possibilities, encourages understanding, and engages Virginia's past to empower its future.

In addition to the qualifications listed, the successful candidate will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

CORE RESPONSIBILITIES

35% - Consultation Services
30% - Records Analysis
20% - Educational Initiatives
10% - Administrative Activities & Reports
05% - Records Appraisal

REQUIRED QUALIFICATIONS

- Considerable knowledge of US History, American Studies, Political Science, Library Science, or related field;
- Working knowledge of records management techniques and information systems;
- Demonstrated ability to develop retention and disposition schedules, and prior experience with such;
- Prior experience with electronic records and electronic recordkeeping throughout the records lifecycle, including transfer of permanent electronic records;
- Working knowledge of state and local government operations and functions;
- Excellent customer service skills required to provide consultative services;
- Demonstrated ability to develop and deliver effective training, including virtual training;
- Demonstrated ability to communicate clearly, both verbally and in writing;

- Demonstrated computer skills, including knowledge of programs utilized to process text, create presentations, design infographics, and manage database information;
- Demonstrated ability to manage multiple priorities and tasks and to work effectively, both independently and collaboratively, in a dynamic environment with diverse internal and external customers, including public officials;
- Demonstrated ability to advise agency management on organizational and operational issues;
- Demonstrated initiative, flexibility, and a commitment to professional engagement & continuous learning, including learning new technologies;
- Ability to lift boxes or records weighing up to 50 pounds;
- Must have a valid Virginia driver's license, or the ability to obtain one prior to date of hire.

PREFERRED QUALIFICATIONS

- Experience in a large governmental archival or records management program;
- Experience training others in a professional setting;
- Experience with web editing and social media platforms;
- Familiarity with legal compliance, risk management, and open government issues;
- Experience working with local courts and government agencies.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://www.jobs.virginia.gov/jobs/records-information-management-analyst-richmond-virginia-united-states> for position #00138. **This position is open to the general public December 31, 2024 through January 31, 2025.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at 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.

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. **An EEO/AA/ADA Employer**

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. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.