



DEPARTMENT OF  
**HUMAN  
RESOURCES**

City of Richmond

## Librarian, Senior – Special Collections - Main Library

<b>SALARY</b>	\$2,290.65 - \$3,436.04 Biweekly \$59,557.00 - \$89,337.00 Annually	<b>LOCATION</b>	Richmond, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	03M00000081
<b>DEPARTMENT</b>	Library	<b>OPENING DATE</b>	10/12/2023
<b>CLOSING DATE</b>	10/19/2023 at 11:59 PM Eastern Time (US & Canada)		

### Description

The City of Richmond seeks a dynamic, enthusiastic, and hardworking person to join its team as a **Librarian, Senior (Special Collections) for the Richmond Public Library**. The incumbent will be a self-motivated individual who is an excellent communicator and listener, team player, problem solver, and most importantly, exudes good customer service. The selected candidate will join a dynamic team of individuals focused on providing excellent, prompt, and accurate services to both external and internal customers while achieving the following mission:

***To provide professional library services and oversight for assigned location, by developing and implementing programs and services to reflect the library's strategic plan for the City of Richmond.***

The incumbent is responsible for working with diverse groups within the community and providing exceptional customer service by assisting patrons with the use of emerging technologies and access to library resources in Special Collections. This librarian is responsible for the acquisitions, organization, maintenance and preservation of the library's special collections including all books, papers, maps, photographs, machine-readable materials, and/or other documentary materials, regardless of physical/electronic format or characteristics. This position will require work on site weekdays, evening, and weekend scheduling on a rotating basis on site.

The Richmond Public Library is committed to becoming an employer of choice AND we are dedicated to the growth of our workforce. We value our employees and seek to attract and retain the best. **We are also committed to individual, professional growth! The selected candidate will have the opportunity to attend applicable training and educational workshops.**

### Duties include but are not limited to

#### Duties include, but are not limited to:

- Assesses user needs, assists them in making effective use of the collection, and answers reference questions.
- Assists in developing policies and procedures to maintain the collection and provide effective service.

- Interprets library policies and procedures to the public.
- Supervises and directs paraprofessional staff and volunteers.
- Operates and assists with maintenance of computer, microform and other equipment.
- Plans, coordinates, and conducts public awareness events, programs, tours, and classes for the public.
- Acts as principal liaison for local history and genealogy groups.
- Assists in preparation, monitoring, and administration of program budget.
- Prepares a variety of oral and written reports and materials.
- Represents the Library in meetings with citizens, special interest groups, and other City department committees as assigned.
- Assists with the classification and cataloging of print, media, software, and other materials.
- Develops and maintains special files, bibliographies, collections and resources, both print and non-print.
- Participates in the development of overall strategic and technology planning for library systems and services.
- Depending on area of assignment, duties may also include:
  - Participates in community outreach and services, and related programs as assigned.
  - Prepares grant applications.
  - Monitors the developments in the library and archival professions and participates in activities of professional associations as time permits.
- Performs related work as required.

**This position is considered an Essential Personnel, which means that the incumbent is required to work when the City is closed due to public emergencies, critical or hazardous conditions or inclement weather.**

## Qualifications, Special Certifications and Licenses

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Collection development principles for archival, local history and family history management.
- Principles and practices of archival and local history cataloging, preservation, and organization.
- Theory, principles and practices of library services, organization and procedures.
- Reference sources and research techniques in archival and local history materials using print, media, electronic databases and the Internet.

Principles and practices of positive and effective public relations and customer service.

Supervisory principles and practices.

Grant and report writing techniques.

Principles and practices of budget management.

Ability to:

- Plan, organize, implement and evaluate archival and local history reference, services and activities.
- Classify and catalog books, maps, special collections and electronic resources using both manual and automated systems.
- Assess patron needs and provide accurate reference information.

Establish and maintain effective working relationships with library staff, volunteers, support groups, and the local school districts.

Effectively train, plan, direct and evaluate the work of staff and volunteers.

Prepare clear and concise reports and maintain accurate records and statistics.

Operate a personal computer and efficiently utilize software programs used by the City and the Library.

Prepare specialized programs and conduct tours and classes in related subjects for the public.

Learn new technologies applicable to archival and public library services and operations and implement them in the workplace.

Contribute to a successful team effort.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate effectively with people from various backgrounds, both individually and in groups.

**MINIMUM TRAINING AND EXPERIENCE:**

- Master's degree in Library Science ALA accredited or equivalent
- Four (4) years of public library experience
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

**LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:**

- May be eligible and able to obtain Librarian's Professional Certification through the Commonwealth of Virginia within one year of time.

**PREFERRED TRAINING AND EXPERIENCE:**

- Excellent customer service, enthusiasm, energy and interpersonal skills
- In-depth experience with desktops, laptops, tablets, eBooks' readers, smart phones, and video equipment
- Experience developing system wide programs and training staff in new subject matters

## **Americans with Disabilities Act Requirements**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective and current employees are invited to discuss accommodations.

**ENVIRONMENTAL HAZARDS: Working conditions may include exposure to travel to other locations within the City of Richmond as well as outside of the City of Richmond; exposure to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc.; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; inadequate lighting; intense noise; and environmental hazards such as disruptive people, imminent danger, and a threatening environment.**

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. The essential duties of this classification may require the ability to regularly work with one's fingers, talk, hear, see, and use repetitive motions; frequently walk; and occasionally stoop, crouch, crawl, reach, stand, push, pull, lift, grasp, and feel.**

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**Agency**

City of Richmond

**Phone**

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804-646-5660

**Website**

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