

WATA Executive Director

\$91,117-\$117,792, DOQ + [Full Time Benefits](#) to include Health and Dental, Retirement, Life Insurance, and Leave.

The Board of Directors of the Williamsburg Area Transit Authority (WATA) is searching for a dynamic executive to fill a vital role in the Greater Williamsburg area public transportation. The Executive Director will report to a five-member Board of Directors who represent the City of Williamsburg, The College of William and Mary, The Colonial Williamsburg Foundation, James City County and York County. WATA also works closely with numerous other local, state and federal agencies. To learn more about WATA go to www.gowata.org.

Essential Job Functions: Oversees overall operation of WATA based on established standard operating procedures including supervision of assigned staff, development and execution of budgets and grants, and ensures all equipment, materials, and work conditions are adequately maintained. Works with local, state, and federal government officials to ensure compliance with all applicable rules, regulations, and requirements. Prepares and presents resolutions and reports to WATA Board and governing bodies. Interacts professional with various levels of employees, outside representatives, public officials, the media, and the community. Manages all WATA activities of the public transportation system.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in public or business administration or related field; extensive management experience preferably in the field of public transit systems. Experience leading a diverse workforce and providing an environment that promotes a high level of employee engagement. Thorough knowledge of transit operations, management practices, government, political, planning, and management processes. Knowledge of modern principles, practices, and techniques of budget development, preparation, and administration. Must possess, or be able to obtain, a valid Virginia Drivers licenses and have an acceptable driving record based on County criteria.

Accepting applications until 11:59 pm EST 01/16/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Transit Planner

\$38,146 / year + [Full-Time County Benefits](#)

Williamsburg Area Transit Authority seeks an individual to perform advanced work assisting with transit planning for WATA; plans, organizes, and manages planning projects and programs; and manages, monitors, and maintains bus stop locations, shelters and benches.

Responsibilities: Participate in the development and maintenance of projects, policies, and make recommendations to the Deputy and Executive Director. Work with local, state, and federal government officials to ensure that WATA complies with all applicable rules, regulations, and requirements. Prepare and present resolutions, reports, and other information to the WATA Board of Directors when required. Assist in developing and implementing standard procedures for transit planning and bus stops. Coordinate and implement passenger profiles, equity analysis and Title VI evaluation as needed according to Federal Transit Authority (FTA) guidelines. Lead stop development and mapping projects, work with senior staff to develop Transit Improvement Plan (TIP), Capital Plan, and department budget, and make recommendations to WATA management and Board of Directors on policies based on application of FTA regulations. Serve as project manager for various transportation projects for the Authority's Board of Directors and facilitating interdepartmental and outside agency coordination. Interpret Americans with Disabilities Act (ADA) circulars for compliance with ADA and to ensure that all current ADA standards are met for new stops and construction.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in transportation planning, urban planning or related field; and some related experience preferably in transit or local government. Must possess a valid Virginia Driver's License or be able to obtain one within six (6) months of employment; and have an acceptable driving record based on James City County's criteria. Knowledge of transit operations, management practices, government, applicable federal, state, and local laws, codes, and regulations affecting public transportation; local government services and their relationships would be beneficial; principles, practices, and techniques of transit or urban planning; principles and processes for providing customer response and feedback to proposed plans. Skill in use of computer software, especially Microsoft Office Suite; communicating effectively with employees, officials, representatives from the public and private sector, and the public.

Accepting applications until 11:59 pm EST 03/02/2017 or until filled whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at jobs.jamestownva.gov.

Customer Assistant

\$24,683 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Parks and Recreation seeks an individual to perform responsible work in the daily operation of assisting James City County parks and recreation facilities including assisting patrons and monitoring activities; may act as lead worker.

Responsibilities: Provide customer service to the public and internal customers in person and over the telephone; provide information and direct patrons to desired areas. Complete registrations including payments; process refunds as needed; verify cash drawer, close out register and complete daily deposit reports. Open and close the facility; monitor and oversee the facility activities; maintain the cleanliness of the facility which may include emptying trash cans, picking up litter, cleaning rest rooms, shelters, and locker rooms; perform minor repairs and maintenance on equipment, grounds, and any facility structures; ensure compliance of facility rules, safety standards, and sanitation requirements; inspect facility to help ensure the safe and proper conduct of patrons; assist in the implementation of emergency action plan and respond to emergencies. May provide feedback on the work performance of part-time Customer Assistants and participate in the interviewing and selection of new Customer Assistants; may approve time sheets. May schedule the use of meeting rooms and coordinates group rentals for paying groups; assists with the setup of tables and chairs, audiovisual equipment as needed. May serve as a Notary; may serve as Manager on Duty in the absence of the Community Centers Administrator and the Recreation Operations Coordinator; may keep inventory of office supplies and point-of-sale items and places orders.

Requirements: Any combination of education and experience equivalent to a high school diploma; some work experience which shall have involved assisting the public, general record keeping, and handling money. Must possess, or be able to obtain within six months of hire, certification in First Aid and Cardio Pulmonary Resuscitation (CPR) for Professional Rescuers (Infant, Adults, and Child). Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; automated and manual record keeping. Ability to communicate effectively with the public and coworkers; operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned; maintain moderately complex records; independently apply and carry out policies and procedures; make mathematical computations with accuracy; follow verbal and written instructions.

Accepting applications until 11:59 pm EST 03/02/2017 or until filled whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at jobs.jamescitycountyva.gov.