

Circulation Services Assistant

\$11.87/hour + [Part-Time County Benefits](#); part-time regular positions available (3 positions at 20 hours/week, 1 position at 25 hours/week), varied schedule includes mornings, afternoons, evenings, and/or weekends. Job alternates between James City County Library and Williamsburg Regional Library.

Responsibilities:

- Provide public service at the circulation desk performing all related tasks; answer circulation and directional questions, operate cash register; transfer funds from register to safe, and reconcile daily receipts.
- Use automated library software to charge out library materials; process user records; determine material status, locate resources within the system and arrange for transfer of materials, place items on reserve, register new users, and run computer reports as required.
- Verify and send overdue notices, receive and record overdue fines, send related correspondence as needed, process lost/damaged library materials to technical services, and resolve user records and problem files.
- Assist with opening and closing the library; check in, sort, and shelve library materials as needed; may schedule and supervise circulation services volunteers.

Requirements:

- Any combination of education and experience equivalent to a bachelor's degree and some library or bookstore experience.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; personal computer operations
- Skill in excellent written and verbal communication; and use of computer software, especially Microsoft Office Suite and other computer software needed to perform tasks.
- Ability to establish and maintain effective working relationships with coworkers and the public; type and file accurately; independently organize work, set priorities, use time effectively, and meet deadlines; follow through on details; maintain records in a standard, orderly, and systematic fashion.

Accepting applications until 11:59 pm EST 05/12/2017. Only online applications to our website will be considered. To apply and view full job description, please visit the James City County Career Center at jobs.jamescitycountyva.gov.

Mail Courier

\$11.87/hour; on-call; applicants must be able to work flexible schedules on an as needed basis. Hours will vary based on needs of the department.

James City County's Financial and Management Services Department is seeking a Mail Courier to sort, meter, and deliver mail to all County and school buildings on an on-call (as needed) basis.

Responsibilities:

- Pick up mail from the Post Office for delivery to the Government Center; sort interoffice and U.S. Postal Service (USPS) mail items and deliver mail to all County and school locations with speed and accuracy
- Assist departments with U.S. postal mailings as necessary; interpret postal lists and USPS mail services as required
- Meter and batch U.S. mail
- Forward undeliverable mail to Administrative Specialist for processing
- Perform visual inspection and operational safety checks of assigned vehicle daily; report repair needs; report traffic hazards, accidents and other conditions requiring attention including cleanliness.

Requirements:

- Any combination of education and experience equivalent to a high school diploma, and some experience in general clerical work
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria
- Must be able to lift up to 15 lbs.
- Knowledge of the principles and practices of excellent customer service
- Ability to maintain and secure confidential materials; skill in handling multiple priorities and organizing workload

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Instructor II Water Fitness

\$14.00 / hour; part-time, temporary positions available

James City County Parks and Recreation seeks high-energy individuals to plan, execute, and instruct aquatic fitness classes.

Responsibilities:

- Prepare the site for the class and ensure proper clean up after the class
- Update class records
- Hand out evaluation forms for participants to complete and ensures class goals are met
- Oversee proper use of the facility and enforce class rules and policies to ensure participant safety
- May have to administer first aid if necessary

Requirements:

- Any combination of education and experience equivalent to a high school diploma supplemented by college course work in related field; and considerable experience instructing skills necessary for the specific class/camp/program and working with different ages and abilities, preferably in recreation/educational setting; certification related to class topic from the American College of Sports Medicine (ACSM), the American Council of Exercise (ACE), the Aerobics and Fitness Association of America (AFAA), the United States Water Fitness Association (USWFA), or acceptable certifying group.
- May require possession, or the ability to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria; possess, or be able to obtain within six (6) months of hire, First Aid and Cardiopulmonary Resuscitation (CPR) certifications from the American Red Cross.
- Ability to work effectively with children and adults; plan and direct a quality recreational program; oversee work of others; generate interest of participants in class/program; break down subject matter to teach assigned age/skill groups.

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