

## Deputy Sheriff I/II

\$32,994 / year or higher DOQ + [Full-Time County Benefits](#)

Williamsburg-James City County Sheriff's Office seeks an individual to perform a variety of duties in support of the legal and judicial functions of the Sheriff's Office and the activities of the local courts.

### Responsibilities:

- Observe, check, monitor, and control the movement of all individuals entering the courthouse to ensure the security and safety of all court personnel, judges, clerks, attorneys, witnesses, plaintiffs, defendants, and public.
- Maintain security and order in courtrooms overseeing courtroom case load and trial proceedings.
- Serve all civil processes issued by the courts, other judicial offices, attorneys in Virginia, and those received from out of state in keeping with Virginia law and Williamsburg-James City County Sheriff's Office policies.

### Requirements:

- Any combination of education and experience equivalent to high school diploma; some college coursework preferred.
- Must possess or be able to obtain valid Virginia driver's license within 30 days of employment and possess an acceptable driving record based on James City County criteria.
- Must not have been convicted of or pleaded guilty to or no contest to a felony or an offense that would be a felony if committed in Virginia or certain crimes involving moral turpitude or others that cannot be explained to the satisfaction of the Office.
- Knowledge of modern methods and practices of court operations, civil service process, applicable federal, state and local laws and ordinances.

***Accepting applications until positions are filled.*** 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](http://jobs.jamescitycountyva.gov).

## Aquatics Coordinator

\$35,477 / year or higher DOQ + [Full-Time County Benefits](#).

James City County Parks and Recreation seeks an individual to perform experienced work in the area of pool and spa management, and the planning, development, supervision, management, and evaluation of aquatic recreation programs, classes, and activities for all groups, ages, and interest levels and special populations within the County.

### Responsibilities:

- Supervise assigned staff and volunteers including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Coordinate and manage multiple, year-round recreation programs, associated leagues, and events; coordinate programming opportunities with division staff, volunteers, instructors, and partner organizations.
- Prepare, develop, and monitor the annual budget, performance measures and statistics, program and service evaluations, marketing efforts, and other daily administrative functions for the Aquatics Program.
- Serve as primary contact and liaison to County staff and community partners for training and best practices in assigned program area; may represent the department on interagency councils, committees, community agencies, and groups.
- Responsible for the daily aquatics operations to include the coordination of maintenance, cleaning and inspecting of pool and spas, reservations, programs, events, and fiscal transactions; ensure aquatics operations are in accordance with County safety policies and procedures and specific regulations that pertain to unique amenities.

### Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in recreation or related field; and, considerable experience in community recreation program planning, design, implementation, and evaluation; leading and supervising diverse staff and volunteers; and, experience in facility management.
- Must possess, or obtain within 6 months of hire, a Certified Pool Operator Certificate from the National Swimming Pool Foundation; American Red Cross Lifeguarding, Lifeguarding Instructor, Water Safety Instructor, and Water Safety Instructor Trainer certifications preferred.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess or obtain within 6 months of hire certification from the American Red Cross in CPR and First Aid.
- Knowledge of varying types of demographics and associated needs; principles and practices of recreation administration and supervision; the principles and methods of program planning and evaluation; stages of growth and development and safety and health practices of varying age groups and abilities; knowledge of recreation and program procedures according to industry standards; knowledge of leadership techniques; and, knowledge of principles and processes for providing customer service.
- Skill in use of computer software, especially Microsoft Office Suite; excellent customer service; and, written and oral communication.
- Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts; establish and maintain effective working relationships with coworkers and participants; solve complex problems and work efficiently and effectively.

***Accepting applications until position 11:59pm EST on 05/26/2017.*** 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](http://jobs.jamescitycountyva.gov).

## Groundskeeper I/II

\$22,955/year or higher, DOQ + [Full-Time County Benefits](#)

This position must report to work during inclement weather.

General Services is seeking a motivated individual to perform responsible landscaping and maintenance tasks to ensure the attractive appearance and proper upkeep of County grounds and planted areas.

Responsibilities:

- Maintain appearance of grounds including mowing, edging, weeding, watering, trimming raking and planting, including athletic fields.
- Maintain sidewalks and other paved areas by picking up debris including rubbish, pine cones, sticks, branches, etc. from grounds and paved area.
- Maintain grounds-keeping equipment by performing preventive maintenance and minor corrective maintenance; moves office furniture, boxes, etc., as requested, including voting machines.
- Assist in building maintenance/repair/renovations and special construction projects as required.

Requirements:

- Any combination of education and experience equivalent to high school diploma; and some experience in the methods, equipment, materials, and tools used in grounds maintenance work as needed to maintain gardens, building grounds, and paved areas.
- Must have a valid Virginia Driver's License and acceptable driving record based on James City County criteria.
- Must have the ability to perform strenuous physical labor; to operate powered grounds-keeping equipment and electric hand tools; and to deal courteously with the public and to follow oral and written instructions.

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## Therapeutic Recreation Leader

\$9.55 / hour or Higher DOQ; Full-Time Temporary Position + Partial Benefits.

James City County Parks and Recreation seeks an individual to perform responsible work facilitating the participation of individuals with disabilities in community recreation programs, classes and facilities; ensure individual goals and skills are achieved by using moderate adaptive techniques; encourage daily participation with non-disabled peers and facilitate friendships and age appropriate social interactions.

### Responsibilities:

- Lead, teach and oversee participants with disabilities with varying ages, abilities and skill levels in a variety of recreation programs, event, facilities, and other related activities or services.
- Assist in the planning and implementation of disability specific activities in the areas of social, cognitive, emotional and physical development; ensure implementation of participants' accommodation plans; ensure accurate documentation of participants' progress, when necessary.
- Establish and maintain rapport with participants, parents, school staff, administrative officials, and other community partners; respond to customer inquiries and/or complaints.
- Provide assistance in daily task completion; assist in reinforcement of daily living and self-help skills; accompany participants on field trips; work with participants and develop behavior modification skills to ensure a safe environment for play and participation; physically retrain participants when necessary.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma or equivalent, preferably supplemented by college coursework in therapeutic recreation, recreation, education, or related field; experience working with individuals with disabilities and planning a wide range of activities; CPR certification for Professional Rescuers preferred.
- Must be at least 18 years of age. (Individuals between 16-18 years of age can be considered with proof of current education and some experience working with individuals with disabilities, however certain restrictions apply).
- Knowledge of instructional procedures and practices; growth and development of children of different ages and abilities; varying types of disabilities and medical conditions; current Americans with Disabilities Act (ADA) standards and best practices; and, knowledge of principles and processes for providing customer service.
- Skill in computer software, especially Microsoft Office Suite; and, arts & crafts, sports and games.
- Ability to work effectively in a team setting and with children, families, staff and community partners and contacts.

***Accepting applications until position 11:59pm EST on 05/19/2017.*** 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](http://jobs.jamescitycountyva.gov).

## Administrative Assistant

\$12.76 / hour; Full-Time Temporary Position + Partial Benefits.

James City County General Services seeks an individual to perform responsible work maintaining automated records of a technical and administrative nature associated with James City County building and infrastructure, grounds maintenance and equipment, capital projects, and stormwater infrastructure. **This position will end on 06/30/2017 with the establishment of a new Full-Time Regular position with full-time County benefits to begin 07/01/2017. The individual hired into this Temporary position will be eligible to apply for the Full-Time Regular position.**

### Responsibilities:

- Provide first point of customer service answering customer questions, resolving customer concerns and routes calls and questions to appropriate staff.
- Perform day-to-day entry of both general and technical data into the General Services Enterprise Asset Management (EAM) System, including creating, processing and managing work orders for customers and General Service staff; collect and analyze information and prepare reports as requested by Management staff; and, prepare data for entry into various computer-based applications.
- Scan, format, edit, and certify record drawings including blue prints and work order documentation for a variety of projects and upload them to SharePoint.
- Process invoices for payment and enter information into the General Services Department Accounting log; and, reconcile all General Service staff credit card purchases online with the proper budgetary information.
- Collect engineering data from record drawings for entry into EAM System; and, research and drafts administrative procedures.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma; and, some experience in administrative support including customer service.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the use of Internet and software applications including Microsoft Office products and enterprise level asset management software.
- Ability to communicate effectively both orally and in writing; establish and maintain effective and courteous working relationships with staff and the public; make accurate mathematical calculations; independently apply and carry out policies and procedures; maintain moderately complex records and ensure their confidentiality; and, work under pressure in order to meet deadlines.

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## Program Services Assistant

\$14,269 / year + [Part-Time County Benefits](#) (20 hours / week) position starts no earlier than July 1, 2017.

The Williamsburg Regional Library seeks an individual to perform responsible work assisting the public and staff in using the library's facilities and equipment; assisting with set-up, operation, minor repair, and preventive maintenance of library audiovisual materials and equipment.

### Responsibilities:

- Provide technical support services for public and staff programs.
- Use a computer scheduling system to assist the public and staff in making reservations for theatre and meeting room use; explain theatre and meeting room policies and procedures to users.
- Operate and reconcile a cash register and credit card machine.
- Clean and set up theatre and meeting rooms as necessary including moving furniture, equipment and other items, and replacing light bulbs; check and set lighting, theatrical, and sound equipment as needed for programs.
- With proper training, perform preventive maintenance and minor repair of equipment; minor repair of audio and video materials; assist in the mounting and maintenance of exhibits.
- May participate in library-wide committees or projects.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in personal computers, including word processing and database management preferred; audiovisual and theatrical equipment experience preferred.
- Ability to meet and work with the public in a congenial manner, following library and security policies, procedures and regulations; communicate and work well with other staff members; maintain records in a standard, orderly, systematic fashion; learn to use specialized theatrical equipment; learn preventive maintenance and minor repair of equipment including that of audio and video materials; organize work (daily and long-range projects), use time effectively, and work independently.
- Knowledge of basic library operations preferred.

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