

## Senior Benefit Program Specialist

\$38,146 or higher DOQ + [Full-Time County Benefits](#)

James City County Social Services seeks an individual to perform advanced work reviewing and evaluating information gathered from applicants to determine eligibility for public assistance programs and services and interpret rules and regulations associated with assistance.

### Responsibilities:

- Perform, interpret, and explain policy for State, Federal, and local Financial Assistance Programs to include: Supplemental Nutrition Assistance Program (SNAP), Medicaid (families, children, elderly, disabled), Temporary Assistance for Needy Families (TANF), General Relief (GR) for unattached children, and Energy assistance. Excellent computer skills and knowledge (Prefer working knowledge in the Virginia Department of Social Services computer systems such as: ADAPT, VACMS, SPIDER, UNISYS, and MMIS).
- Track and comply with state mandates for timeliness and accuracy compliance for all financial assistance programs.
- Conduct detailed interviews through the telephone or in person in order to gather required information and troubleshoot discrepancies.
- Secure and safeguard confidential information from applicants, recipients, and federal reports.
- Gather and analyze verifications received for authenticity, validity and accuracy.
- Identify and assess customer needs to make proper referrals to fraud, social workers, community organizations, mental health, Social Security, and other organizations.
- Provide training to staff and case monitoring and attends meetings and public speaking engagements when needed.

### Requirements:

- Any combination of education and experience equivalent to an associate's degree in human services or related field; some human service related experience, preferably involving interviewing customers; and considerable experience working with financial assistance programs for 3 years or more.
- Considerable knowledge of financial assistance programs (3+ years); the principles and practices of public social service organizations and public assistance programs .
- This position is subject to Infection Control training and procedures.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

***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).

## Emergency Communications Director

Salary Dependent on Qualifications + [Full-Time County Benefits](#).

James City County Emergency Communications seeks an individual to perform advanced managerial work leading the staff and daily operations of the Emergency Communications Center which receives both emergency and non-emergency call requests requiring a response of Police, Sheriff, Fire, Emergency Medical Services (EMS), Animal Control, and James City Service Authority (JCSA) personnel. Serve as a member of the Fire Department's senior management team to further the mission, vision, and values of James City County.

### Essential Job Functions:

- Plan, direct, monitor and evaluate activities of the Emergency Communications Center as a member of the Fire Departments Senior Management Team in the development and achievement of the department's goals and objectives; conduct research and manage projects as required; keep all members of the team informed of activities and status of work to maintain mission readiness.
- Ensure the professional development of assigned staff; develop and deliver training as required; conduct performance evaluations, develop and implement individual development plans; provide direct and specific feedback regarding accomplishments and areas needing improvement; provide guidance and coaching as needed.
- Research and manage the deployment of emerging technology and projects; represent program goals, objectives and needs before local, state and federal agencies, community groups and the public.
- Inform the Fire Chief of regional and state initiatives that may change the direction and manner of how 911 calls are processed in the Commonwealth of Virginia.
- Work with the surrounding jurisdictions to improve and expedite the dispatch of first responders.
- Manage written and recorded call records for Police Fire and EMS calls for service.
- Complete Subpoena and/or Freedom of Information Act (FOIA) requests and testify in court to the authenticity of the record.

### Requirements:

- Any combination of education and experience equivalent to an associate's degree in public administration, business management or related field preferably supplemented by course work in employee supervision and management, bachelor's degree preferred; and extensive experience in emergency communications and considerable supervisory experience.
- Must possess or be able to obtain within ninety (90) days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess or be able to obtain within twelve (12) months of hire a Virginia Criminal Information Network (VCIN) certification from the Virginia State Police, and Cardio Pulmonary Resuscitation (CPR) certification.
- Extensive knowledge of 911 Public Safety Answer Point (PSAP) management; challenges facing the 911 industry, such as call routing, retention of personnel and maximizing opportunities working with regional partners; and Federal Bureau of Investigations (FBI) and Virginia State Police (VSP) rules and regulations involving the National Crime Information Center (NCIC) and VCIN.
- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to speak distinctly and clearly; make accurate and quick decisions in emergency situations; maintain composure; and communicate effectively with the public, staff, and other agencies.

***Accepting applications until 11:59pm EST on 06/09/2017.*** 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).

## Custodian

\$21,348 / year + [Full-Time County Benefits](#)

James City County General Services seeks an individual to perform responsible service/maintenance custodial work caring for and cleaning County buildings and grounds.

### Responsibilities:

- Perform routine cleaning tasks such as dust or polish chairs, desks, tables, shelves, and other furniture; wash windows, woodwork and walls; gather and dispose of trash; vacuum, sweep, and mop floors.
- Clean restrooms and restock supplies.
- This position is required to learn to operate various equipment.

### Requirements:

- Any combination of education and experience equivalent to a High School Diploma; custodial experience preferred.
- Must possess a valid Virginia Driver's License and acceptable driving record based on James City County's criteria.
- Knowledge of cleaning methods materials, and equipment to include the operation of heavy commercial cleaning equipment such as high-powered buffers and vacuums; and, knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use equipment and cleaning materials efficiently and economically; use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions; and, listen and understand directions, information and ideas presented verbally or in writing.

***Accepting applications until 11:59pm EST on 06/20/2017.*** 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).

## Park Supervisor - Athletics

\$28,538 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Parks & Recreation seeks an individual to perform responsible work managing the daily operation at Warhill Sports Complex, Sanford B. Wanner Stadium and James City County school athletic fields; direct staff, assist patrons, monitor activities, and maintain facility cleanliness.

### Responsibilities:

- Supervise assigned staff to include selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Maintain maintenance supplies and inventory of park equipment; prepare and submit various reports.
- Opens and closes park; enforces park rules to ensure compliance.
- Maintains cleanliness of park: empties trash cans; picks up litter, cleans rest rooms and shelters; and inspects park to help ensure safe and proper conduct of patrons.
- Performs minor repairs and maintenance to equipment, grounds, and any park structures.
- Monitor field reservations and field lighting schedules.
- Organize and supervise tournaments and special events.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma; considerable experience involving extensive public contact preferably in a park and/or public facility, including supervisory experience; and experience managing athletic fields.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- 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 customer service and leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

***Accepting applications until 11:59pm EST on 06/19/2017.*** 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).

## Purchasing Specialist

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

James City County Purchasing Division seeks an individual to perform experienced work providing complex and specialized procurement services for a variety of supplies, materials, equipment and professional and non-professional consulting and other services required by, but not limited to, James City County, James City Service Authority (JCSA), Williamsburg Area Transit Authority (WATA), and Williamsburg-James City County (WJCC) Public Schools staff.

### Responsibilities:

- Answer and respond timely to a variety of question from County employees, vendors, the public, and bidders regarding aspects of the procurement process while maintaining the appropriate and legally required level of confidentiality; refer inquiries to the appropriate person.
- Assist user departments in developing specifications, scope of work, invitations for bid/request for proposal criteria; provide direction for proper preparation of procurement documents; review procurement requests for adequacy and completeness; and, make changes to departmental submissions.
- Enter all contracts and purchase orders (PO) into an automated encumbrance system by means of a computer terminal; process PO; change order requests; process contract change order requests; update status of orders in system as required.
- Receive, review, and record incoming requisitions; assist departments in gathering required information as needed.
- Prepare formal solicitation packages and opens at a predetermined time; prepare shipments of bid packages to vendors; record tabulation of bids; analyze results for compliance to original solicitation package specifications, terms and conditions, applicable state and federal laws and procurement guidelines; prepare recommendation of acceptance or rejection of bids/proposals based on analysis.

### Requirements:

- Any combination of education and experience equivalent to an Associate's Degree in Business, Public Administration or related field or completion of professional certification from a recognized purchasing related organization; and some related purchasing experience.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of purchasing practices; the Virginia Public Procurement Act; computer based purchasing information systems; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in active listening; negotiation; use of computer software, especially Microsoft Office Suite.
- Ability to research for and prepare formal solicitation packages; facilitate meetings; communicate both orally and in writing.

[Click here](#) for full job description. Accepting applications until 11:59pm EST on 06/02/2017.

***Accepting applications until 11:59pm EST on 06/02/2017.*** 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)

## Plans Examiner

\$20.00 - \$22.00 / hour DOQ; Part-Time Temporary Position (up to 28 hours / week)

James City County Building Safety and Permits seeks an individual to perform experienced work reviewing residential and commercial plans and specifications for general conformance with the Virginia Uniform Statewide Building Code (VUSBC), federal and state laws, and local ordinances.

### Responsibilities:

- Perform a broad range of plan reviews for residential structures; assist with commercial plan review as needed.
- Review plans for general conformance with the VUSBC, federal and state laws, and local ordinances.
- Make interpretations of the building, electrical, plumbing and mechanical code requirements that define approved system installations; prepare plan review letters outlining code deficiencies identified during plan review.
- Provide customer service to the general public, internal customers and outside agencies; answer questions related to the code.
- Support inspectors by assuring that the approved construction documents are ready for use in the field.
- Act as liaison between the division, general contractors, trade contractors, and property owners; act as liaison with other jurisdictions' inspection departments.
- Serve as a technical assistant to the County Building Official.

### Requirements:

- Any combination of education and experience equivalent to an Associate's degree in architectural, engineering technology, or related field; and, considerable experience in building construction; building, fire, or housing inspections; plumbing, electrical, or mechanical trades, or fire protection.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Residential Plans Examiner certification from the Commonwealth of Virginia preferred; and, certification from the Commonwealth of Virginia as a Building Plans Examiner, Residential Building Inspector, Residential Electrical Inspector, Mechanical Plans Examiner, or Plumbing Plans Examiner preferred.
- Knowledge of the principles and practices of architecture, engineering, fire protection, and building construction methods and materials; codes, principles, techniques, and equipment used in building, electrical, or plumbing and mechanical systems; and, principles and processes for providing customer service.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to maintain effective working relationships with contractors, building owners, and the public; enforce codes with firmness, tact, and impartiality.

***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).

## Recreation Leader

\$9.55/hour; part-time temporary position available (up to 28 hours a week)

James City County Parks and Recreation seeks enthusiastic individuals with high energy and the ability to work in a team environment to help plan, lead, and coordinate outdoor recreational activities such as games and arts and crafts for youth and families at Chickahominy Riverfront Park, and to assist with outdoor camps at Freedom Park. Work schedule is Saturdays between 9am – noon and 6pm – 9pm with some weekdays for camp activities.

### Responsibilities:

- Assist with organizing, leading, and conducting a variety of recreational activities for varying age groups and skill levels at County parks.
- Establish and maintain rapport with participants, parents, school/center staff, administrative officials, and other community partners; respond to customer inquiries and/or complaints.
- Ensure a safe environment and proper use, inventory, and upkeep of site facilities, supplies, and equipment; assist with developing and enforcing site rules; and, open, close, and secure facility daily.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience working with children of different ages and abilities, preferably in a recreational, state licensed or educational setting.
- Must possess or be able to obtain within 30 days of hire, certification in First Aid and CPR for Professional Rescuers (Infants, Adults, and Children).
- Must be at least 18 years of age. (Individuals between 16-18 years of age can be considered, however certain restrictions apply).
- Ability to work effectively in a team setting and with children, families, staff, and community partners and contacts in a professional manner.

[Click here](#) for full job description. Accepting applications until 11:59pm EST on 06/30/2017 or until filled, whichever comes first.

***Accepting applications until 11:59pm EST on 06/30/2017 or until filled, whichever comes first.*** 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).



## Seasonal Assistant Environmental Coordinator

\$10.00 / hour; Seasonal Temporary Position (up to 40 hours / week)

James City County General Services seeks an individual to assist with record-keeping and administrative duties related to the stormwater program, energy management and environmental education. Hours are flexible within the department (Monday - Friday, 7am - 5pm).

### Responsibilities:

- Prepare stormwater infrastructure site plans and files for scanning
- Verify digital file formats; track and upload for records retention
- Process utility invoices
- Track power and water usage
- Perform data entry related to energy conservation work orders
- Education & outreach related to energy efficiency, litter prevention, stormwater, and recycling

### Requirements:

- Some experience in communications and public relations preferred (i.e. press releases, social media posts, graphics, website updates)
- Skill in Adobe Acrobat and Microsoft Office with strong Excel skillsets (data entry, spreadsheet configurations and some data analysis)
- Ability to prioritize and organize work with significant attention to detail.

***Accepting applications until 11:59pm EST on 06/05/2017.*** 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).