

Circulation Services Director

\$54,830 / year or higher DOQ + [Full-Time County Benefits](#)

The Williamsburg Regional Library (WRL) seeks an individual to perform advanced work overseeing all Circulation Services Division operations and staff; planning and monitoring the division's activities using WRL's current Strategic Plan as a framework; and participating in the planning and evaluation of collections programs, services, and goals for the entire library.

Responsibilities: Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities. Develop, interpret, implement, and evaluate all division procedures; model and implement library customer service goals; implement and interpret library policies. Provide public service from check-out and other public service desks; resolve user complaints and appeals. Work closely with Library Systems Administrator to ensure the integrated library system effectively supports library and division goals, services and procedures; collaborate with and support Outreach Services Division on circulation matters and initiatives; collaborate with and support other division directors/managers/officers. Maintain an awareness of current trends and technologies related to library circulation services; improve the quality of library services through individual and general staff development. Prepare budget requests, monthly and other special reports including statistical and data information; prepare and implement plans for the circulation services division. Participate in library-wide planning and decision-making; serve on and/or chair library committees; participate as appropriate in local, state, and national library associations.

Requirements: Any combination of education and experience equivalent to a Master's degree in Library Science from an ALA-accredited library school; considerable progressive experience in responsible management and supervising in a relevant field; experience in and commitment to public service; library experience preferred; demonstrated knowledge and experience with current and emerging trends and technologies related to circulation services preferred. Working knowledge of an integrated library system's circulation function or its equivalent; comprehensive knowledge of the principles, practices, and techniques of management and supervision. Skill in both oral and written communication; building and maintaining interpersonal relationships. Ability to plan, organize, and administer a library division; develop a thorough knowledge of the principles, practices, and techniques of library circulation services; learn and use the integrated library system at an expert level; establish and maintain effective working relationships with the Library Director and Assistant Library Director, division directors/managers/officers, staff members, government officials and personnel, vendors, and the general public; work well under pressure, paying close attention to detail; effectively delegate work; set own priorities for work to be done and to meet deadlines.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Housing Specialist I

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

James City County Social Services seeks an individual to perform responsible work in support of the Housing Choice Voucher (Section 8) Program. The position requires full accountability for assigned cases including, accurate and complete files, determining and documenting applicant/participant eligibility, income, rent, compliance with written administrative policies and procedures, and responsiveness to tenant and landlord inquiries regarding contractual agreements.

Responsibilities: Coordinate the application process, eligibility determination, waiting list maintenance and recertification process for Section 8 Housing Choice Voucher Program in conformance with local Administration Plan and Federal regulations. Interview applicants and prepare detailed paperwork to determine housing needs and eligibility for programs; prepare verifications; determine type and amount of loan, grant, or rental assistance provided to applicants; prepare and forward necessary information for loan closings to attorney; prepare lease and housing assistance payment documents. Ensure that applicants, participants, and landlords conform to assisted housing program requirements. Act as a liaison for programs with landlords, housing counselors and customers to assure timely payment and resolution of any problems. Provide case management services to participants of assisted housing programs; maintain participant files and update entries. Assist participants of the assisted housing programs with achieving self-sufficiency by developing policy, program growth and funding opportunities, case management and monitoring escrow accounts. Act as a liaison between local, state and federal housing officials to ensure policies and regulations are accurately interpreted and implemented; coordinate with other agencies to ensure applicants qualify for housing assistance; prepare reports required by funding agencies on applications for housing assistance, financial transactions and related information.

Requirements: Any combination of education and experience equivalent to an Associate's degree with major work in housing counseling, public administration, business, real estate, or a related field. Completion of HUD approved Housing Choice Voucher Specialist training, Electronic Income Verification (EIV) certification, and/or HUD Housing Counselor Certification preferred. Considerable knowledge of federal regulations and procedures required to effectively manage the complex and highly regulated Section 8 Housing Choice Voucher and assisted housing programs; federal, state and lender requirements related to home purchase financing, home improvement loan and grant programs. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Skill in facilitation and/or training; making mathematical computations and effectively utilizing a variety of automated data management, reporting and analysis programs. Ability to work independently to assist customers with direct intervention including rendering specialized and difficult casework services; work with outside agencies, other jurisdictions, and state and federal officials; establish and maintain effective working relationships with coworkers, clients, officials and the general public; express ideas clearly and concisely both orally and in writing.

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Plans Examiner

\$41,018 / year or higher DOQ + [Full Time County Benefits](#)

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. Must possess, or be able to obtain within 18 months of hire, a Residential Plans Examiner certification from the Commonwealth of Virginia. 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.

Must possess, or be able to obtain within 3 years of hire, the following certifications from the Commonwealth of Virginia:

- Building Plans Examiner
- Residential Building Inspector
- Residential Electrical Inspector
- Mechanical Plans Examiner
- Plumbing Plans Examiner

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