

Program Services Assistant

\$13.86 / hour + [Partial County Benefits](#) : Part-Time Regular position available (20 hours / week).

The Williamsburg Regional Library (WRL) is seeking an individual to perform responsible work assisting the public and staff in using the Library's facilities and equipment, and assist 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.
- 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 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 for programs as needed.
- 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.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; Associate's degree preferred; some experience in personal computers, audiovisual and theatrical equipment experience preferred.
- Must possess or be able 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.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction; basic library operations preferred.
- Skill in use of computer software, especially Microsoft Office Suite.
- 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 daily and long-range projects, use time effectively, and work independently.

Accepting applications until 11:59pm EST on 01/11/2020, or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>