



Virginia Peninsula Regional Jail

Assistant Director - Information Technology

Organization Profile

The Virginia Peninsula Regional Jail, (VPRJ) located in James City County, VA, seeks a career-minded individual for the position of Assistant Director of IT. The position will be responsible for the overall support, with high emphasis on staff management, systems infrastructure and vendor interface responsibilities. The organization provides a secure facility and services in four jurisdictions, (James City County, Williamsburg, York, and Poquoson), and employs a variety of sworn and civilian staff. A team-oriented environment, excellent benefits, competitive salary, safe and secure working environment, and a well-trained staff of professionals make VPRJ a great place to work. For more information about the Virginia Peninsula Regional Jail, please visit www.vprj.net.

Position Profile

The position is also responsible for assisting end users with application and desktop related issues, supporting daily IT specific issues. The position reports to the Director of IT and works closely with all divisions and departments of the Regional Jail.

Compensation and Benefits

The salary for the position is between **\$73,495 and \$115,378** based on qualifications and experience. Benefits include participation in the Virginia Retirement System, paid leave, group life insurance, and medical insurance. The Virginia Peninsula Regional Jail is an Equal Opportunity Employer.

Applications and Inquiries

The position will be open until filled. **All applications must be submitted by 5:00 pm on July 2, 2026.** All interested applicants may send their letters of intent and resumes either by email (skanda@vprj.org) or hand delivered to Captain Sammy K. Kanda, Director of Human Resources at 757-820-3909 between 8:00 am – 5:00 pm. Monday through Friday.

Essential Job Functions

Staff Management: Supervising, guiding, and supporting employees to optimize their performance and achieve organizational goals.

- **Liaison-Executive Staff:** Interface with executive staff as needed to assist and/or resolve IT-based service requests.
- **On-Call:** Must remain available to work outside of standard business hours.
- **Security Systems:** Assist with daily monitoring and support of security platforms (Cameras, Mobile Radios, Card Reader Controlled Doors, Access Privileges for Support Systems, Touch-Screen Officer Stations, etc.).
- **End User Support:** Assist end users with application and desktop related issues to include general 'How-To' and support applications.
- **Help Desk:** Support daily IT specific issues to include desktop, telephone, printers, wireless connections, user ids/passwords etc.
- **IT Systems Infrastructure:** Troubleshoot and assist with planning upgrades to critical IT platforms (Network, Mail, Servers, Telephones, Backup/Recovery).



Virginia Peninsula Regional Jail

Assistant Director - Information Technology

- **Technical Support:** Assist with assignment of tasks, providing technical support needed to resolve IT issues in a fluid VPRJ environment.
- **Hardware/Software Upgrades:** Assist with and manage hardware and software upgrades to include Servers, Desktops, Applications, etc.
- **IT Inventory Management:** Manage/Maintain inventory of IT related devices and associated hardware/Software (Computers, Tablets, Cell Phones, Printers, Radios, etc.).
- **Vendor Interface:** Interface with Hardware and Software vendors regarding new features, upgrades, problem determination, and problem resolution.

Job Preparation Needed

- Any combination of education and experience equivalent in related field; and experience in the field of adult corrections.
- Must possess or be able to obtain within thirty (30) days of hiring a valid Virginia driver's license.
- Must be lawfully eligible to work in the United States of America.
- Preferred Residency: Within the four jurisdictions of James City County, Williamsburg, York and Poquoson. (Negotiable).
- Must have no prior conviction for a felony criminal offense as provided for in the Code of Virginia or a prior conviction in a federal, military, or other state court that would be a felony if committed within the Commonwealth of Virginia.
- Familiarity with commonly used desktop and support applications (Microsoft Office Suite, Network Monitoring Tools, Hyper-V, etc.)
- Ability to communicate effectively orally and in writing; prepare and interpret materials and equipment specifications; ability to exercise courtesy and tact as a member of a diverse team of employees and in citizen interactions.
- Candidates must be able to interact with individuals of varying computer skill levels as well as technical support vendors as required.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the Agency's values and further the Agency's mission. The ability to communicate and interact with people is an important skillset to include Jail Officers, Civilian Personnel as well as the Inmate Population.

Job Locations and Conditions

- Duties will be performed primarily in a secure correctional environment.
- Performs work safely in accordance with department and government safety procedures and regulations; operates equipment safely and reports any unsafe work condition or practice to supervisor.



Virginia Peninsula Regional Jail

Assistant Director - Information Technology

General Aptitudes and Physical Abilities:

The Virginia Peninsula Regional Jail is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodation.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (From 1/3 to 2/3 of the time)	O= Occasionally (Up to 1/3 of the time)	R= Rarely (Less than 1 hour per week)	N= Not an essential job function
-------------------------------------------------	---------------------------------------------------	-----------------------------------------------	---------------------------------------------	-------------------------------------

General Aptitudes/ Physical Abilities	Frequen cy	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	O	Must have ability to comprehend forms in space and understand relationships between plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	R	Necessary equipment and/or tools



Virginia Peninsula Regional Jail

Assistant Director - Information Technology

Transport/Reposition Objects	O	Must be able to transport and reposition 5-10 pounds of materials/equipment from ground to waist.
Ascend/Descend	R	Must be able to work in and move to different height levels
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	F	Move self from one location to another on flat terrain.
Run	R	Move self from one location to another on flat terrain.
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard vehicle.