

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-038

LOCATION OF POSITION: Morale, Welfare and Recreation (MWR) Community Recreation, NAS Whiting Field, Milton, FL

OPENING DATE: 01/29/16

CLOSING DATE: 02/18/16

POSITION: Community Recreation Director/NF-1101-04

SALARY RANGE: \$17.25 - \$21.56/PH

EMPLOYMENT CATEGORY: Full Time (Scheduled to work 35-40 hours weekly. May be required to work weekends, holidays, and rotating shifts. Eligible for ALL group benefits.)

AREA OF CONSIDERATION AND CANDIDATE SEARCH: Applications will be accepted from all sources.

DUTIES: Responsible for the development, management, maintenance, planning, business plan execution, and administration of a diverse recreation program. Develops and or assists managers with writing standard operating procedures. Ensures programs are in compliance with local Regional program policies, regulations, and procedures, and higher level Navy and DoD instructions, regulations and program standards; uses judgment in adapting guidelines for specific situations, methods and processes that may deviate from guidelines. Exercises authority and independent judgment in development of plans and solutions. Provides specific guidance regarding the maintenance of current and development of new programs to recreation division managers. Continuously reviews the overall assigned recreation programs for accomplishments; recommends and establishes new operational activities/subprograms in conjunction with activity managers. Monitors associated contracts, Memorandums of Agreement or Understanding (MOA/MOU) in Area of Responsibility (AOR). Solicits input from activity managers regarding internal short/long range goals, business plan objectives and program standards. Monitors various programs to ensure standards are met or exceeded. Routinely evaluates and reviews ongoing programs, and provides activity managers with guidance that may develop, adapt, modify, expand, or otherwise change the program activity to better meet and enhance the expected effectiveness of the programmed activity. Performs regular analysis of projected projects and programs; considering operating budget, staffing requirements, plans, trends, command mission and changing population. Provides onsite project oversight and ensures that approved plans are implemented, and notifies local and regional leadership of any issues or concerns that may arise. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to program execution, teamwork or use of established business practices. Uses metrics and financial data to make recommendations for any modifications to programs. Ensures all facilities and activities associated with the program meet established fire, safety, security and sanitation guidelines. Takes timely action to correct deficiencies through coordination with local agencies. Assists in planning and designing of construction and renovation projects. Provides day to day administrative and technical supervision of a workforce consisting of both APF and NAF employees and acts as Rating Official (RO). Acts as Senior Rating Official (SRO) for activity managers in assigned AOR. Ensures approved staffing levels are maintained to support programs and operations in a cost effective manner. Plans work to be accomplished. Sets priorities and establishes schedules for work completion. Distributes and balances work based upon priority, skill requirements and level of difficulty. Discusses work in progress, answering questions from team members concerning procedures, directives, policy, etc., as well as technical questions. Evaluates performance of subordinates and provides specific recommendations related to training needs. Responsible for training, supervising, scheduling, and evaluating all employees within the branch. Participates in interviews and recommends selection for all new hires within the branch, initiates appropriate disciplinary action; hears and resolves complaints from employees. Assures equality in determining selection, assignment, training and promotion, discipline and incentive awards to employees. Recommends awards or bonuses for supervisory and non-supervisory personnel and changes in position classification, subject to approval by higher level supervisors. Controls attendance and leave ensuring adequate work force is available at all times to accomplish the mission. Routinely approves sick and annual leave. Actively supports and promotes all aspects of the EEO program and Affirmative Action Plan as directed by applicable laws and regulations, and to communicate this support to subordinates, minority groups and women. Ensures all laws and regulations concerning Merit System Principles and Prohibited Personnel Practices are adhered to. Coordinates budget requirements with activity/facility managers and provides general guidance for preparation of the annual operating budget. Based on the activity input formulates budgets for both AP and NA funds.

Justifies budget requirements for personnel, equipment, supplies, travel, training, and service contracts to local and regional leadership. Monitors and provides technical advice to activity/facility managers regarding budget execution. Reviews monthly financial reports, compares to budget, and provides execution explanations for higher level local and regional review. Develops plans for over/under executed funds, end of the years, grants and future requirements based on higher level guidance. Maintains funds and property accountability for all APF and NAF fund equipment, supplies, resale funds, and inventories in AOR. Responsible for inventories conducted in accordance with applicable higher level regulatory guidelines. May act as an Approving Official (AO) for government purchase card holders within AOR. Represents the department at meetings, conference, etc. Cultivates a cooperative relationship with the military, regional, and civilian community by maintaining liaison with private organizations, special interest groups, community groups, etc. Duties are performed to provide customer satisfaction and contribute positively to the success and profitability of the organization. Oversees, solicits and helps to negotiate partnerships and behalf of the MWR Dept. Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Responsible for the development of contacts and creating professional proposals, execution of agreements and follow-up. Researches and provides information and referral on a variety of recreational opportunities for individuals/families on and off the base. Exercises delegated managerial authority to a set of series of annual, multi-year or similar types of long range work plans, schedules for work. Assures implementation (by lower or subordinate staff) of the goals and objectives for the program area of responsibility (AOR). Determines the goals and objectives that need additional emphasis; determine best approach or solution for resolving budget shortages; and plan for long range staffing needs. Performs other related duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS: The employee's work is sedentary at times but physical exertion is involved with program set-up. Bending, stooping, lifting of items, etc. will be required when organizing or setting up for programs/events. Work may require considerable physical exertion while instructing or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderately heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require working outside for special events or leading outdoor group outings or trips. The activities segment of this position involves everyday risks and discomforts which require normal safety precautions typical of the various activities involved. Work is performed both indoors and outdoors, without a fixed schedule. The work areas are adequately lighted, heated and ventilated. Administrative work is performed in a normal office setting which has adequate lighting, heating and ventilation.

QUALIFICATIONS: A four year undergraduate degree in Recreation of three years of experience that illustrates a progression in management experience is required. Possesses comprehensive knowledge of recreation policies, requirements, administrative practices and procedures relating to the planning, budgeting, scheduling and coordinating of recreational programs and the efficient operation and utilization of facilities equipment. Must be capable of organizing and operating several facilities/programs simultaneously. Must possess skill in negotiating program issues and operational requirements with patrons and personnel inside and outside the local installation and community organizations. Must of knowledge of general business principles for financial planning/reporting and of the DoN budget process methods for APF and NAF funds to ensure optimum use of resources. Ability to plan, present and execute budget and to analyze impact on programs and to forecast long term funding requirements. Knowledge of business principles and personnel management. Ability to communicate and clarify the application of the department's policies to employees and management personnel. Ability to develop, explain, justify, persuade and deal with a wide range of problems and with people of diverse backgrounds. Demonstrated ability to manage various functions through a subordinate staff. Ability to communicate proficiently both orally and in writing. Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER REQUIREMENTS: Subject to recall regularly. Security clearance is required if program has visiting ships. Must possess valid state driver's license for operating government vehicle. Must be able to obtain and maintain First Aid and CPR certifications. Travel may be required.

SEE REVERSE SIDE OR BELOW FOR FILING INSTRUCTION AND ADDITIONAL INFORMATION

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL : MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website: www.navymwrpensacola.com.** The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
