# CNRSW New logo 1

#  NAVY REGION SOUTHWEST FLEET & FAMILY READINESS

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# *NON-APPROPRIATED FUNDS (NAF)*

# VACANCY ANNOUNCEMENT

**Vacancy Announcement Number:** **15-161**

**Job Title, PPlan, Series, & Grade:** Facility Operations Assistant (Duty Manager), NF-1101-02

**Location:** Naval Base San Diego Theater, CA

**Status:** Flexible (3)

**Pay Range:** $10.50 - 13.00 Per Hour

**Opening Date:** 18 November 2015

**Closing Date:** Open Until Filled; **First Cut-Off:** 29 November 2015

**Area of Consideration:** All Sources - Relocation Expenses Not Authorized

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Morale, Welfare and Recreation Department in the Southwest Region. The primary purpose of this position is to oversee various functions going on in the facility, perform first level supervisory duties and to ensure that established policies and procedure are followed. **Performs other related duties as assigned.**

**QUALIFICATIONS REQUIRED:**

* Possess a fine sense of public and customer relations
* Knowledge of recreation activity operation and regulations
* Skill to communicate effectively and the tact to deal capably and diplomatically with superiors, peers, subordinates and customers
* Be capable of handling monies and attend MWR Cash Handling Training within first 30 days of employment
* Ability to use PC computers and knowledge of various software programs
* Be able to account for materials, equipment and money placed in care
* Must be able to communicate clearly and effectively in English both verbally and in writing
* Must meet federal suitability requirements including successful completion of background investigation. Background investigations are conducted using fingerprint identification and completion of background inquiry forms.

**HOW TO APPLY:** Submit a NAF employment application to the NAF Human Resources Office, Building 3210, Anchors Catering and Conference Center, Naval Base, San Diego, 2375 Recreation Way, San Diego, California 92136-5518 or fax to (619) 556-9537. Applications may also be submitted via email to mwr.hr.dept@mwrsw.com. Submitted applications will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/sandiego/about/jobs/>. Applicants who do not meet the above requirements or submit all required forms may not be considered. Due to volume of applications received, applicants may not be notified of non-selection. **Participation in direct deposit upon employment is required.**

Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the Human Resource Office. The decision on granting reasonable accommodations will be on a case-by-case basis.

Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to reliable and productive Federal workforce.