**ANNOUNCEMENT NUMBER: CNRSE/N941 – 02-16**

**OPENING DATE:** 12-08-2015

**1st CUTOFF DATE:** 12-21-2015

**CLOSING DATE:** 01-12-2015

**POSITION:** INSTALLATION PROGRAM MANAGER, NF-1101-05

**SALARY:** $70,000 - $100,000/year (includes locality pay)

**EMPLOYMENT CATEGORY:** Regular Full Time **(scheduled 40 hours per week, eligible to enroll in ALL group benefits)**

**LOCATION OF POSITION:** MORALE, WELFARE AND RECREATION, (MWR). NAVAL SUPPORT ACTIVITY (NSA) MID-SOUTH, TENNESSEE

**AREA OF CONSIDERATION:** Applications will be accepted from all sources

**RELOCATION EXPENSES:** Negotiable

**JOB SUMMARY:** This position is under the direction of the Commanding Officer and the cognizance of the Navy Region Southeast Fleet and Family Readiness (FFR) Quality of Life Program Director (N92). Incumbents are responsible for managing and supervising the operations of all Morale, Welfare and Recreation (MWR) Child and Youth Programs (CYP) and Navy Gateway Inns and Suites (NGIS) for NSA Mid-South. Incumbents provide leadership, management and program guidance to appropriated fund (APF), non-appropriated (NAF), active duty military, and contract personnel providing services for NSA Mid-South active duty personnel and their families, as well as other authorized patrons.

**MAJOR DUTIES:** Formulates a broad framework of technical, administrative and managerial policies, plans and standards within which various components of the MWR program are developed, operated, managed, and maintained by staff and contractors. The incumbent directly supports the base's mission by close coordination and interaction with other Department Heads and Tenant Commands, to assure high customer satisfaction with MWR programs and services. Defines, develops, refines and promotes the MWR program that supports the Navy's objectives.

Incumbent is responsible for the following:

* Develops and conducts programs and services designed to im­prove the morale and welfare of all military personnel and their family members assigned at NSA Mid-South.
* Developing MWR business strategies, ensuring policy and procedural compliance, measuring the organization's performance and correcting failing strategies
* Managing an overall MWR program which has a workforce of approximately 150 Non-appropriated and Civil Service personnel
* Providing policy direction to subordinate activities through review and implementation of directives and instructions from higher authority
* Providing technical advice to the Commanding Officer concerning the development, conduct and the safe and efficient operation of all MWR operating and support divisions
* Managing all aspects of fiscal activities including the development and administration of an overall operating budget
* Working closely with respective Division and Branch Heads in evaluating operational and financial results and in formulating plans designed to enhance fiscal results
* Resolving internal and external operational problems not covered by established policies including the coordination and collaboration with other staff agencies
* Exercising technical and administrative supervision over division subordinates to include setting annual performance plan goals with each manager and evaluating their attainment of such goals
* Resolving financial, personnel and operational problems that impact on the effectiveness of MWR programs
* Performing a full range of supervisory duties, assures reasonable equity of performance standards and rating techniques developed by subordinates, and supports EEO and affirmative action policies
* Responsible for the administration of the Voluntary Protection Program (VPP) in support of meeting command safety goals
* Maintaining liaison with department heads, advisory boards, and the union as well as with Commander Navy Region Southeast departments and staff
* Planning, developing, sets priorities and justifies construction/renovation/major repairs of facilities and develops long-term construction projects

**KNOWLEDGE AND SKILLS REQUIRED:** In order to qualify for this position, resumes must provide sufficient experience and/or education, knowledge, skills, and ability to perform the duties of the position. Applicant resumes are the key means for evaluating skills, knowledge and abilities as they relate to this position therefore, applicants are encouraged to be clear and specific when describing experience.

Require the successful completion of a 4-year college or university degree with a major course of study/substantial course work which directly relates recreation, business administration, hospitality management, or a closely related. Five (5) years of NAF supervisory experience at the branch or executive level is required. Must have knowledge of financial management procedures and practices for non-appropriated and appropriated funds. Prefer a minimum of one (1) years of executive level experience and 3 (three) years of supervisory business activity management and/ or financial management.

The incumbent must possess a detailed knowledge of the goals, principles and techniques of recreation; a thorough understanding of the interests and motivation of individuals and groups; and the program planning, organizing and administrative skills required to carry out recreation programs that will stimulate and sustain the participants. The incumbent must possess the skills to per­form detailed financial analysis of business operations and the ability to conduct comprehensive analysis of organizational structures, methods and procedures. The incumbent must be able to make favorable personal contacts with all levels of management personnel, department employees and local officials.

* Supervisory management experience in non-appropriated fund recreation, business activities, NGIS and accounting is required due to the incumbent being required to rely on past experience and practices in situations such as acceptable recreation practices and budget administration where detailed written guidance is not available.
* Must have a comprehensive knowledge of federal and Navy MWR policies, requirements, administrative practices and procedures related to the planning, budgeting, scheduling and coordinating of the MWR Programs and to the efficient operation and utilization of facilities and equipment
* Must be able to discuss any or all phases of the non-appropriated fund program and to able to make decisions within policy framework in relation to procedures to be followed.
* Demonstrates possession of management principles in planning, coordinating, and attaining the goals and financial objectives of a large customer-oriented organization.
* Ability to render decisions and react responsibly to various problems and/or situations that may arise, based on extensive knowledge of current and past policies and precedents relat­ing to financial management procedures.
* Must be an accomplished diplomat who can gain eager and enthusiastic cooperation from managers, supervisors and employees in accepting required policies and procedures.
* Able to influence the actions of others in obtaining cooperation and assistance to meet the mission of the department.
* Ability to render decisions and react responsibly to various problems and/or situations that may arise, based on extensive knowledge of current and past policies and precedents relat­ing to financial management procedures.
* Possess above average oral and written communication skills and ability to deal with individuals on different levels

**TRAVEL REQUIRED:**  Less than 5%

**NOTE:** Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required. We utilize E-Verify to confirm selectees eligibility to work in the United States. Salary is dependent on experience and/or education. This announcement may be used to fill additional vacancies within 60 days of closing date. For positions requiring travel more than twice per year, selectee will be required to obtain and maintain in good standing a Government-issued Travel Card for official government travel purposes.

**HOW YOU WILL BE EVALUATED**: All resumes will be reviewed to determine if they meet the hiring eligibility and qualification requirements listed in this announcement, and will be rated based on the information provided in the resume to determine the level of knowledge, skill, and ability, related to the job requirements. Using the qualifications of the position, a predetermined rating criterion of knowledge, skills and abilities will be used for each resume. Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews.

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 HR Office. The decision on granting reasonable accommodations will be on a case by case basis.

**BENEFITS:**

Comprehensive benefits package available (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan, annual and sick leave, tuition reimbursement, etc.). You can review our benefits at: <http://www.navymwr.org/resources/hr>

**HOW TO APPLY:** Send resume and supporting documentation via email to: [CNI\_SE\_HQ\_N9\_NAFJOBS@NAVY.MIL](mailto:CNI_SE_HQ_N9_NAFJOBS@NAVY.MIL) and reference your last name, first name, the vacancy announcement number and position title in the subject line of the email. Failure to provide vacancy announcement number may result in non-consideration. Resumes received other than by email will be destroyed and will not be considered. Any documents received other than required documents will not be considered. Please visit our webpage at http://www.navymwr.org/jobs to find a sample resume format. It is the applicant’s responsibility to verify all the information in their resume and documents; HR will not modify documents submitted by an applicant. All qualifications must be met by the closing date of this announcement and clearly documented in the resume.

Where a first cut-off date is indicated, a selection may be made from the resumes/applications received as of the specified first cut-off date. Completed applications (resume, supporting documentation, etc.) must be received by 11:59pm Central Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed

**REQUIRED DOCUMENTS**

Cover Letter (Optional)

Resume

**Agency Contact Information:**

Commander Navy Region Southeast, NAF Human Resource Department

Building 919 Box 14D

NAS Jacksonville, FL 32212

Tel: (904) 542-3251.

[william.i.moore@navy.mil](mailto:william.i.moore@navy.mil)

**WHAT TO EXPECT NEXT:** All applicants will be notified regarding their status by email. Applicants will either be contacted for an interview or sent an email of non-selection 3-6 weeks after the announcement closing date. Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.