# CNRSW New logo 1

# NAVY REGION SOUTHWEST COMMUNITY SUPPORT PROGRAMS

# 

***NON-APPROPRIATED (NAF)***

# VACANCY ANNOUNCEMENT

**\*\*REVISED\*\***

**Vacancy Announcement Number:** **NAF-24-15**

**Job Title, Plan, Series, & Grade:** Bowling Manager NF-1101-03

**Location:** Bowling Center, Naval Base Ventura County, CA

**Status:** Regular Full Time

**Salary:** $20.00-$25.00 Per Hour (Includes locality pay)

**Opening Date:** 24 June 2015

**Closing Date:** Open Until Filled:

**Second Cut Off Date:** 30 July 2015

**Area of Consideration:** All sources- Relocation Expenses Negotiable

**\*\*AMENDMENT 07/16/2015: Closing Date extended to Thursday July 30th, 2015\*\***

**BRIEF DESCRIPTION OF DUTIES:** Responsible for the economic and efficient operation of Bowling Center which include up to 19 lanes, equipment maintenance and repair, and facilities. May include snack bar, and/or pro shop. Implements higher level directives, formulates procedures and programs to ensure high standards of recreational and promotional efforts. Promotes, schedules, and manages the conduct of tournaments, matches, and other special events, and programs necessary resources for the purchases of supplies, equipment and resale merchandise. May oversee the operation of the pro shop and direct the conduct of bowling lessons. Carries out necessary liaison with other staff officials that support Center Activates, Bowling League participation, market products and events, purchase of bowling equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs. Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages active employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy’s Equal Employment Opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud waste and abuse. Must be alert to alcohol abuse and take appropriate action. Perform other related duties as assigned.

**QUALIFICATIONS REQUIRED:**

* A minimum of three years’ experience that demonstrates progressively responsible administrative, professional, technical work involving knowledge and application of bowling, bowling equipment and facilities, and recreational activities.
* Knowledge of NAF policies and procedures preferred.
* Ability to supervise
* Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons.
* Ability to communicate both orally and in writing.

**HOW TO APPLY:** Submit a NAF Internal Application or NAF Employment Application to the NAF Human Resource Office, Building 41 2nd floor, Rm 202, Naval Base Ventura County, Port Hueneme or mail to: Building 1180, 29th Avenue, Naval Base Ventura County, Port Hueneme, CA 93043 or fax to (805) 982-5454. For job application email: NBVC\_MWR\_HRO@navy.mil. We reserve the right to close this position without further announcement. Applicants claiming spouse preference must complete a NAF Employment application and submit with valid PCS orders attached**.** Applicants who do not meet the above requirements may not be interviewed. Due to volume of applications received, applicants may not be notified of non-selection.  **RESUMES WILL NOT BE ACCEPTED WITHOUT NAF EMPLOYMENT APPLICATION.**

**DIRECT DEPOSIT MANDATORY**

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.

**Must meet Federal Employment suitability requirements and successful completion of background investigation. Background investigations are conducted using fingerprint identification and completion of background inquiry forms. Employment subject to successful National Agency Background Check.**