



**NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION**

1401 West Road, Camp Lejeune, NC 28547-2539

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Web site: www.mccslejeune.com

EQUAL OPPORTUNITY EMPLOYER

No. 150-09

Opens: 3 Nov 09

Closes: 12 Nov 09

POSITION: GENERAL MANAGER BEACH OPERATIONS

NF-0188-04 LEVEL

MINIMUM STARTING SALARY \$51,168 PER YEAR

**THIS VACANCY ANNOUNCEMENT IS HEREBY AMENDED TO REFLECT A
CHANGE IN THE STARTING SALARY**

TYPE OF EMPLOYMENT: FULL TIME

LOCATION: SEMPER FIT DIVISION, RECREATION BRANCH, ONSLOW BEACH

AREA OF CONSIDERATION: ALL SOURCES

MINIMUM QUALIFICATION REQUIREMENT: Must have four years experience in managing a large recreational activities program. Bachelors degree in Recreation Management, Resort/Hotel Management, or related field required. Must possess a valid driver's license.

SPECIAL NOTES: WORKWEEK CONSISTS OF MONDAY TO FRIDAY, SOME EVENING, WEEKEND AND HOLIDAY WORK REQUIRED.

1. **Introduction.** This position is located in the Semper Fit Division, Recreation Branch (Onslow Beach), Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbent is responsible for the overall operation and management of Onslow Beach recreation area and facilities.

2. **Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Responsible for planning, developing, organizing, implementing, and evaluating a comprehensive program of recreational/resort opportunities designed primarily for authorized patrons. Responsible for the oversight and management of the beach activities and facilities located at Onslow Beach to include, but not limited to; RV Park/Campground, facility management of three public beachfront pavilions and meeting facilities, recreational lodging units of various sizes, and all related beachfront operations and services. Provides operational guidance and oversight to Beach Detachment (approximately 45 personnel) for operation of public beachfront and swimming areas during April to October timeframe. Evaluates needs on a continuing basis by interest surveys, personal contact with individuals and/or groups and other data collection and analysis to determine customer interest and need. Maintains oversight and monitoring of all facets of Onslow Beach to include financial operations which include development and execution of Nonappropriated Fund (NAF) operating budgets, NAF capital expenditure budget, Appropriated Fund (APF) expenditures and construction project development. Reviews/analyzes monthly financial operations, ensuring integrity of financial transactions and procurement management. Directs the preparation and execution of all reports required by higher authority. Supervises employees to include: assigning and distributing work, coaching, counseling, tutoring, and mentoring

employees; approving/disapproving leave, recommending and completing personnel actions, disciplinary actions, and completing performance reviews. Keeps abreast of and actively supports the principles of the EEO program, and prevention of sexual harassment. Performs other related duties as assigned.

3. **Knowledge, Skills and Abilities (KSA's)**. KSA's are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSA's; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific positions, examples, and dates** for each work experience listed.

- a. Describe work and related experiences that demonstrate your knowledge of business practices related to resort property management and/or commercial recreation property management.
- b. Describe work and related experiences that demonstrate your ability to manage/supervise a diverse workforce and apply sound principles of human resource management.
- c. Describe work or related experiences that demonstrate your ability to communicate effectively with subordinates, management officials, vendors, peers, and the public.
- d. Describe work or related experiences that demonstrate your ability to organize and coordinate recreational programs.
- e. Describe work or related experiences that demonstrate your skill in financial management, to include preparation and execution of budgets, and your ability to analyze trends and make improvements.

4. **Selection**. This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply**. You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, **prior to 1500, 12 November 2009**. The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through Spouse Preference Program must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the **Transition Assistance Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> .

This activity 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, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.