

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-04104



POSITION: REC AID (LEADER) NF-01

SALARY: \$8.00 - \$10.00 PH

LOCATION: CENTER STAGE THEATER

OPEN: 19 APRIL 2004
CLOSE: UNTIL FILLED

AREA OF CONSIDERATION: COMMUTING AREA

Spouse Preference Eligible
 Involuntary Separated Military

Regular Full-Time (35-40 Hours Per Week)
 Regular Part-Time (20-34 Hours Per Week)
 Flexible (0-40 Hours Per Week)

One-Time Basis
 Establish Register
 Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670 Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Assists in coordinating the operation, maintenance and supervision of the Center State Theater. Ensures that proper equipment and personnel are available and operable for numerous day and night movies and programs. Responsible for assigned change fund. Responsible for the collection of monies from resale and fees/charges, operation of cash register and/or receipt machine and completion of accurate Daily Activity Record. Ensures that the Movie Marquee is up to date and according to guidelines. Performs maintenance and minor repair to Theater equipment.

Assists in coordinating the receipt and transfer of films to NMPS or the next facility. Leads concession personnel, ticket taker and projectionists. Assists in developing employee work schedules and providing detailed training, guidance and work assignments. Responsible for notifying Supervisor of any breach of MWR or NAS rules, regulations and policies by employees or patrons. Responsible for daily inventory, proper restocking and informing the manager regarding needs for replenishing inventory. Ensures that all goods are displayed well and all food areas are within the State and Naval Sanitation codes. Assists supervisor with the monthly inventories.

Assist in the general upkeep and cleanliness of the theater and it's surrounding grounds.

QUALIFICATIONS:

Incumbent must possess the ability to deal with the public in a proper manner and make rational decisions without the aid of supervisor. Knowledge of general mathematics is required to allow incumbent to receive and make change correctly. Incumbent must possess general knowledge of hand tools and be able to lift weight from light to moderate. Incumbent must have understanding of the basic purpose of the activity involved and a working knowledge of its rules and practice.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.