

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 02012

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt

**TITLE: Chief, Business, Recreation and
Lodging Division- MWR**

Activity: All MWR

**Pay Plan/Series/Level
NF-1101-04**

MAJOR DUTY DESCRIPTION

1. PROGRAM PLANNING-

Plans, directs, supervises the functions of Business Activities, Recreation Delivery System Activities, Lodging, and Post Restaurant Fund, within the overall setting of the MWR Directorate, Fort Monmouth. Ensure HQDA financial and participation standards and goals are met and/or exceeded. Analyzes operations and information in order to provide suggestions and solutions to problems, and ensures implementation of corrective actions required.

2. PROGRAM EXECUTION-

Develops programs, establishes controls, monitors performance to ensure operational efficiency and cost-effectiveness. Seeks new and improved methods to create and increase customer demand and participation. Oversees programs to ensure optimal financial results, maximum customer services, and resolution of any deficiencies.

3. COORDINATION-

Maintains constant liaison with internal and external agencies, represents MWR Director as required.

4. PERSONNEL MANAGEMENT-

Through subordinate managers, provides oversight and supervision to all activities. Supports EEO and other affirmative action programs.

QUALIFICATION REQUIREMENTS

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature)

(Date)