

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.

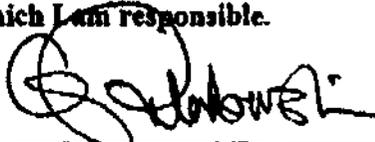
4. PERSONNEL MANAGEMENT-

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

QUALIFICATION REQUIREMENTS

Bachelor Degree (or equivalent) in Recreation, Business, or Hospitality studies.
Experience at Managerial level in any or all of the above disciplines- 5 years min.
Customer Service and Administrative Skill background sufficient to support Directorate requirements

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



29 JAN 02

(Approving Official: Title - Signature)

(Date)

Position Description

PD#: AL115875

Replaces PD#:

Sequence#: VARIES

SUPERVISORY OPERATIONS SPECIALIST

GS-0301-12

Installation: FORT MONMOUTH, NJ

Major Command: VARIES
Region: NORTHEAST

Citation 1: OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79

Citation 2: OPM PCS RECREATION SPEC SERIES, GS-188, JUN 82

Citation 3: OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98

Citation 4: GENERAL GRADE EVALUATION GUIDE, PRIMARY STAND, MAY 77

PD Library PD: NO

COREDOC PD: NO

Classified By: LTC STEPHEN WOOD

Classified Date: 03/29/2002

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 12

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

PD Status: VERIFIED

Duties:

The duties of this position require no specific leadership training.

Serves as Supervisory Operations Specialist overseeing the Operations Team working in the Morale, Welfare, and Recreation (MWR) Directorate's Morale, Welfare and Recreation Delivery System (MWRDS). Responsible for supervising directly and through subordinate staff personnel engaged in providing recreational and business services/activities/facilities in the areas of Sports and Physical Fitness Centers, Community Center, Auto Shop, Library, Marina, Outdoor Recreation, Bowling and Information Ticketing & Registration (ITR) programs. MWRDS calls for facility technicians to serve in all areas of facility operations as a matrixed work force involving all traditional recreation and business operation categories to include Category A, Mission Sustaining, Category B, Community Support and Category C, Revenue Generating activities.

MAJOR DUTIES

Through subordinate Facility Technicians and Facility Operators that are made up of Appropriated Fund (AF), Non-Appropriated Fund (NAF), contractors, and volunteers, incumbent assigns, directs, and evaluates work of subordinates. Includes the planning, directing, and coordinating of all operations staff as it relates to MWRDS. Provides staff cross-training to ensure technical and professional skills development and specialized customer service support. Includes responsibility for the effective integration of the financial and physical resources of all programs within an MWRDS setting. Delegates authority to subordinate staff and holds them accountable for the performance of their organizational element to include goals established per HQDA standards for financial performance and quality of services provided. Serves as MWRDS Operations Supervisor on all matters and ensures internal controls and physical security of cash resources and inventories for assigned facilities.

Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work; Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and capabilities of employees; evaluates work performance of subordinates; provides advice, counsel, and instruction on technical and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions; hears and resolve complaints from employees, referring group grievances and more serious complaints to a higher level supervisor or manager; effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; find ways to improve performance or increase quality of services via the work directed; and develops performance standards.
35%

Plans, organizes, controls, and supervises operations of MWRDS with responsibility for determining, allocation, and accounting for the efficient use of manpower, and resources in facilities for generating locally produced revenue. Prepares cost analysis of the conduct of operations/events pertaining to each facility. Initiates and develops activity five-year plan outlining time-phase requirements for personnel, equipment/supplies, and execution of capital improvements in construction/renovation of facilities. Through continual coordination with Program and Marketing Teams and through on-site customer surveys and feedback, identifies the need for proposed new programs and or redefines on site customer existing programs. Reviews program achievements, and discusses changes in goals or objectives with subordinates, ensuring objectives and goals for participation and revenue production are attainable and economically feasible.

Working in a program that is not involved with directed programming as is the traditional case, incumbent must integrate all recreation and business operation categories, A, B, and C. This also includes utilizing a non-stove piped matrixed workforce and lends itself to developing and adapting guides to fit a novel MWRDS environment that emphasizes all facility and non-facility operations. This environment requires incumbent to use creative, novel, and proactive approaches to accomplish mission.

Responsible for promoting program through development of a variety of customer- demand activities. Provides policies and guidance to ensure the attainment of the established objectives of MWRDS Program in terms of financial standards and quality of customer services provided. Ensures logistical support such as supplies, services and equipment needed to accomplish directed and self-directed programs and events.

Exercises significant responsibility for dealing with officials in other units or organizations, with local off-post community, State, County, and Town officials, local media, and provides advice to management officials. As required, determines whether contractor-performed work meets standards of adequacy before authorizing payment. Coordinates with Program Team on a continuing basis to ensure requirements are identified and provided for special programs as well

as for on-going operations.

45%

Serves as safety and property coordinator for MWRDS activities. Establishes procedures for the enforcement of regulations concerning the accountability and safeguarding of property, supplies and equipment for maintenance. Conducts training sessions for facility staff on security, safety, and customer service. Keeps abreast of all professional and technical issues concerning activities in all areas, ensuring the MWRDS is in compliance with established regulations. Reviews activities for compliance, resolves problems and deficiencies and follows up to assure correction and preclusion of recurrence. Oversees cash controls to ensure funds and daily receipts are properly accounted for, utilized and maintained within regulatory guidance and procedures.

20%

Performs other duties as assigned.

Evaluation

References:

- a. OPM PCS, Misc Admin & Program Series, GS-301, series definition, Jan. 79.
- b. OPM PCS, Recreation Specialist Series, GS-188, Jun. 82.
- c. OPM PCS, GSSG, April 98.
- d. OPM PCS, Instructions for the FES, Appendix A, Primary Standard, May, 77.

Series Definition: While citation b is used for evaluative purposes, it does not fit the scope and breadth of a dynamic non-traditional MWRDS environment because this position does not develop directed programming. This model includes re-engineering the total recreation workforce and work processes of a traditional MWR operation with its distinct recreation and business categories into a matrixed workforce that is capable of cross-servicing all facilities or non-facilities based operations. Further, it entails a heavy emphasis in ensuring logistical support services to accomplish self-directed events and overseeing the entire Operations Team. Thus, the incumbent is heavily involved in the development and implementation of novel ways of running the operations portion of the MWRDS. Therefore, incumbent must possess and apply knowledge of an analytical and judgmental nature in which no other series is appropriate. The 188 series is more geared toward a traditional MWR environment that is more in tune with the recreational stovepipe event itself as opposed to the operational facility integration under MWRDS. Thus, citation a is used for series definition.

Evaluation: Citation b is used for evaluative purposes since there is no evaluative standard for the 301 series and it is more closely aligned to MWR than any other series. However, citation d is used for factors 3&4 since the 188 standard's highest factor levels for 3&4 do not embrace the complete scope of what is required under an MWRDS environment. Citation c is used to evaluate the supervisory duties. The grade, however, equates to a higher-grade level under evaluation of citation b and d, and therefore these citations are used for grade control. The evaluation for citation b and d is below, followed by the evaluation for citation c.

188 & Primary Standard

Factor 1- Knowledge Required by the Position- Level 1-7 1250 Pts.

Knowledge of a wide range of the principles, concepts, and techniques of MWRDS operations such as would be gained through extensive experience in planning and conducting operations, specifically, MWRDS operations. Incumbent applies knowledge of all traditional MWR business activities, Category A, Mission Sustaining, Category B, Community Support, and Category C, Revenue Generating activities and applies this knowledge by integrating a matrixed workforce that

is capable of cross-servicing all facilities in an MWRDS environment that include all facilities and non-facility based activities. Knowledge enables incumbent to plan and conduct a wide range of operations. Knowledge of activities, preferences and service needs that allows incumbent to develop and conduct large and diversified MWRDS operations for various specialty areas. Applies skill in the application and utilization of such knowledge in planning and carrying out MWRDS operations and in developing new methods, approaches, and procedures for the most effective utilization of recreation facilities. Skill in coordinating with Program Team to provide proper comprehensive programming and operations.

Factor 2- Supervisory Controls- Level 2-4 - 450 Pts.

Performs under general supervision within objectives established by the Director who relies on the position to direct all MWRDS operations segments. Exercises authority and independent judgment in developing plans and solutions for the managed activities; in providing advisory assistance; in managing services essential to the operation of the program; and in coordinating efforts with other organizations. Refers to the supervisor only on unprecedented operational problems, major decisions, or proposed new programs. Work is reviewed from an overall standpoint in terms of results achieved, service provided, and progress toward program objectives.

Factor 3- Guidelines- Level 3-4 -450 Pts.

MWRDS operations managed at Ft. Monmouth are the configuration and prototype model for U.S. Army-wide implementation as opposed to a traditional MWR environment. Thus, incumbent must deviate from traditional MWR approaches and methods. Incumbent must develop as well as adapt guides to fit a novel program environment. Incumbent uses surveys, feedback and trends of customer demands in order to develop effective methods and procedures to run the operational aspects of MWRDS. While general administrative guidelines are available, such as AR 215-1, which sets forth operational and policy guidance from the HQDA Community and Family Support Center, program feedback from higher echelons, and profitability/break-even goals prescribed by HQDA, little guidance for actual performance of an MWRDS set-up is available. While operations programs are covered by basic policies, procedures, and regulations, the novelty and diversity of MWRDS operations and more importantly, the shift in emphasis to facility and non-facility based operations leads to MWRDS type operations that require creative and proactive approaches to overcome gaps in applicability of guidelines and the development of approaches to fit MWRDS goals and requirements.

Factor 4, Complexity- Level 4-5 325 Pts.

Incumbent incorporates all traditional MWR business activities, Category A, Mission Sustaining, Category B, Community Support, and Category C, Revenue Generating activities and applies this knowledge by integrating a matrixed workforce that is capable of cross-servicing all facilities in an environment that include all facilities and non-facility based activities. Thus, incumbent does not work in a program in which there is directed programming like a traditional MWR setting.

The many different and unrelated processes, methods, and procedures relating to MWRDS operations requires incumbent to carefully manage for efficiency and effectiveness of operation plans, activities, and requires substantial in-depth analysis of customer activities/patterns to allow for innovative business process change in moving away from a traditional MWR environment to that of a dynamic integrated business category (A,B,&C) MWRDS environment. Novelty of MWRDS approach leads incumbent to make decisions in areas that have little or no prior methodology. The dynamic nature of MWRDS requires incumbent to originate new techniques or criteria to accomplish mission. This includes intensive coordination with the Recreation Program Team. The volume and variety of activities not only represent an enhanced program of exceptional breadth and depth, but they must be planned and conducted in the face of several management and environmental elements associated with MWRDS operations that are integrated with program

recreation under MWRDS. This element further complicates facility management/operation responsibilities. Environmental considerations include such issues as: the presence of multiple customer components with differing demands upon recreation program; regulations, and policies that may impact program planning and administration, the use of substantial number of validated volunteers or similar issues significantly impacting environmental elements.

Work involves dealing with a variety of MWRDS philosophical changes such as subordinates becoming generalist facility technicians that work in a variety of recreational areas such as the library on one day, the marina the next day, etc. Basically, work and programs are based on customer demand of a dynamic MWRDS environment.

Decisions as to which facilities utilized will be undertaken involve determination of variations of possible approaches to the question of needs and priorities, the evaluation of incomplete or conflicting data regarding such matters as unusual social, community or financial circumstances and the continuing study of community interest and needs order to forecast and adjust MWRDS operations.

Work requires many decisions regarding the planning, implementation, and administration of as many operations/activities possible within the available resources, the interpretation of considerable data relating to program trends costs problems, an needs, and the refinement or modification of program methods and techniques such as those related to the organized activities of special interest groups.

Factor 5- Scope and Effect - Level 5-4- 225 Pts.

Work involves determining criteria, developing project plans, evaluating program results, dealing with various unusual circumstances or problems (i.e., multiple commands, MWRDS personnel becoming generalist facility technicians and being assigned to various areas recreation areas determined by changing customer base and other MWRDS philosophical changes) and formulation of suitable projects/ activities requiring development of special program criteria to accommodate a dynamic MWRDS environment. The work affects a wide range of recreational business and morale building activities that affect the well-being of the entire Ft. Monmouth Community.

Factor 6- Personal Contracts- Level 6-2, 25 Pts.

Personal contracts are with a large number of people to include all Garrison and MWRDS personnel, a broad range of external agencies, private organizations, surrounding State, County, and Town officials, military and contract personnel. The contacts typically take place in a moderately unstructured setting.

Factor 7- Purpose of Contracts- Level 7-2, 50 Pts.

Contacts are for the purpose of planning, implementing, and administering facility operations in a dynamic MWRDS environment that includes oversight to operations programs, motivating participants, and arranging for necessary staff assistance. Contacts with the general public are for such purposes as promoting the cooperation and collaboration of local recreation organizations and groups, of local and State agencies, and of private citizens in recreation programs, and arranging with the business community for services needed.

Factor 8- Physical Demands- Levels B-1- 5Pts.

Work is primarily sedentary, with some walking, standing and carrying of light items. Work also requires operation of automobile to visit various facilities.

Factor 9- Work Environment- Level 9-1 - 5 Pts.

Duties involve everyday risks or discomforts, which require normal safety precautions while inspecting and spot-checking assigned facilities/activities. Indoor areas are adequately lighted, heated, and ventilated. The work schedule involves occasional assignments at night and on weekends.

Total Points: 2,785
(2755-3150)= GS-12

Supervisory Standard

Factor 1, Program Scope and Effect, Level 1-2, 350 pts.

The section of the MWRDS program overseen by incumbent is basically administrative in nature. The functions provided serve the entire military installation that is made up of DA and non DA civilians, military personnel, contractors, family members, and retiree community. The effect of the work is that it contributes significantly to the overall well-being of the installation and morale of the Ft. Monmouth community.

Factor 2, Organizational Setting, Level 2-1, 100 pts.

The position is accountable to a position that is two or more levels below a flag officer.

Factor 3, Supervisory and Managerial Authority Exercised, Level 3-2c, 450 pts.

Meets all the criteria cited under this factor level. See job text.

Factor 4A, Nature of Contacts, Level, 4A-2, 50 pts.

Contacts are with subordinates, staff and administrative officials, customers, representatives of local agencies and towns surrounding the installation and throughout the installation.

Factor 4B, Purpose of Contacts, 4B-2, Level 75 pts.

Purpose of contacts is to coordinate all operational aspects of the MWRDS Operations Team either with the Program Team, customer base, or local officials for coordinative purposes within the organization and outside the organization.

Factor 5, Difficulty of Typical Work Directed, Level 5-2, 205 pts.

25% or more of the base level of work of those supervised equates to a GS-3. This is derived by converting the NAF workforce salaries into the equivalent GS salaries.

Factor 6, Other Conditions, 6-2, Level 575 pts.

Work supervised involves work comparable to the 6-1 level. However, 3 criteria, variety of work, fluctuating work force, and physical dispersion meet the definition of special situations and therefore the factor level increases to the 6-2 level.

Total Points, 1,805
Grade Conversion, GS-8

Final Classification: Supervisory Operations Specialist, GS-301-12

Evaluation:

5 CFR Evaluation Outline

PD# 115875 PP/Series/Grade GS-0301-12

- Foreign Exemption (5 CFR 551.209)
- Criminal Investigator with Availability Pay Exemption (5 CFR 551.210)
- Pilot with Customs Service Exemption (5 CFR 551.210)
- Customs Officer Exemption (5 CFR 551.211)

- Executive Exemption
- Exercises appropriate supervisory responsibility (primary duty)
- Customarily and regularly exercises independent judgement
- 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

- Professional Exemption
- Professional work (primary duty)
- Intellectual and varied work (more than dealing with procedures/precedents)
- Discretion & independent judgement
- 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

Met Administrative Exemption

- Primary duty
- Policy or
- Management or general business or supporting services or
- Participation in the executive/administrative functions of a management official

Met Non-manual work test

- Intellectual and significant (more than dealing with procedures/precedents), or
- specialized & technical in nature requiring considerable training/experience

- Discretion & Independent judgement

N/A 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

Exempt - responsible work that goes beyond the selection of precedents, standard practices, or SOPS.

Conclusion: Exempt

Classification Comments:

JOB DESCRIPTION

For use of this form, see CFR 501; the procuring agency is DCSPER

2. INSTALLATION OR HEADQUARTERS OFFICE
Fort Monmouth, New Jersey

3. ORGANIZATIONAL LOCATION (Complete on organization copy only)
USAGFM-Directorate for Morale, Welfare and Recreation, Office of Director

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE
OPM PCS, General Business & Ind. Series, GS-1101, Sept. 92. OPM PCS, AAGEG, Aug. 90.

5. TITLE
Marketing and Advertising Specialist
6. PAY SCHEDULE: GS
7. OCC CODE: 1101
8. GRADE: 11
9. FAIR LABOR STANDARDS ACT
 EXEMPT NONEXEMPT
10. COMP LEVEL

11. EVALUATION APPROVAL
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

(Signature) (Date)

12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)
I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

(Signature of Approving Supervisor) 9/5/96
(Date)

6. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classifier) (Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

- Serves as the Morale, Welfare, & Recreation (MWR) Marketing Specialist responsible for the development of marketing plans, strategies, planning, coordinating, and conducting of market related surveys and needs assessments for all installation MWR activities. Includes both Appropriated Fund (AF) and Non-Appropriated Fund (NAF) activities.

- Plans and develops market place surveys and strategies for all MWR retail, food, hospitality, services, and recreation and athletics activities based on needs assessment through the development of individualized marketing plans. Includes specialized areas such as military sports, individual recreational activities, travel and ticket activities, clubs, food services outlets, and other programs.

- Applies extensive knowledge of research methods, survey design, data analysis, program planning, demographic data, random sample surveys, analysis of questionnaires, trend analysis, and other techniques in order to determine needs of activities. Develops and oversees survey samples, survey instruments, data preparation, and data analysis

45

- Executes Corporate Sponsorship for all events at MWR activities. Entails discussing what is needed by activity, contacting corporate sponsors, and arranging financial trade offs to promote vendors and in turn promote the well-being of the Fort Monmouth Community and enhance MWR revenue. Includes meeting with sponsors, performing follow-up work and arranging for final contract agreements when corporate agreements are reached. Provides market related guidance to MWR management at the installation and individual managers of MWR. Establishes and maintains liaison with DA, AMC, and other installations to determine their marketing needs and marketing program development. Supervises the critique of promotional material developed by field activities. Initiates, writes, and edits proposed changes to MWR manuals and directives pertaining to MWR marketing.

25%

- Develops and prepares personnel newsletter, CDC newsletter, MWR newsletter, calendars etc. Writes rewrites, condenses and edits as needed. Maintains liaison with other military services' marketing staff members, civilian recreational areas, food service, retail marketing, and related research-oriented professional organizations.

20%

- Oversees one NAF marketing specialist and one AF marketing assistant. Plans work to be accomplished by subordinates, setting priorities, and scheduling of completion. Assigns work to subordinates based on priorities and selecting considerations of the difficulty of assignments and capability of employee. Provides input to supervisor on appraisal. Identifies needs and makes provision for training and development of subordinates.

10%

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position, Level 1-7, 1250 pts.

- Knowledge and skill in performing complete installation wide marketing surveys, studies, and strategies for all installation AF and NAF MWR areas. Requires thorough knowledge of all MWR program goals and MWR operations. Applies knowledge in research methods, demographics, sampling, trend analysis, survey design, data analysis and program planning. Knowledge is used to thoroughly assess all program area needs of MWR activities and then to develop appropriate marketing strategies to fit individual needs of program.

Factor 2, Supervisory Controls, Level 2-4, Supervisory Controls, 450 pts.

- Assignments are given in terms of overall goals and objectives. Incumbent works independently within parameters of approved MWR project goals. Incumbent is responsible for independently conducting installation needs assessments and carrying out complete marketing studies. Completed assignments are reviewed by supervisor for compatibility with MWR marketing goals and objectives. Other MWR activities often review effect of incumbent's work on activity operations.

Factor 3, Guidelines, Level 3-3, 275 pts.

- Guidelines consist of standard guides and regulations. Incumbent chooses appropriate regulations and guides in adopting guides to meet local needs. Most regulatory guides are used for reviewing commercial solicitation in areas of alcohol and tobacco.

Factor 4, Complexity, Level 4-4, 225 pts.

- Work involves analyzing a variety of information relating to the conduct of marketing surveys. Involves use of statistical analytical techniques in order to perform needs assessments and surveys installation wide. Examples include use of trend analysis, survey samples, survey instruments.

demographic studies, etc. Statistical feedback allows incumbent to provide marketing related guidance to all MWR activities.

- Coordinates all Corporate Sponsorship for MWR activities. Includes negotiating financial trade offs with industry to allow corporate participation and promotion in order to benefit well-being of Fort Monmouth Community and enhancement of MWR revenues.

Factor 5. Scope & Effect. Level 5-3, 150 pts.

- The purpose of the work is to plan and develop an installation wide marketing program for all MWR retail, food, hospitality services, recreation, athletic activities, and other activities. The affect of the work impacts and influences decision-making concerning the internal operations of MWR activity managers. These decisions lead to better promotional advertising, wider community participation, and improved customer-oriented services which effect the entire Fort Monmouth Community.

Factor 6 & 7. Personal Contacts and Purpose of Contacts, Level 2b 75 pts.

- Contacts are with MWR activity managers, customers who utilize MWR activities and representatives of private industry. Contacts are for the purpose of determining needs assessments for activity managers and to provide them with suggested means of improving their organization through appropriate marketing strategies. Contacts with industry are for coordinating corporate sponsorship MWR activities and events. Includes negotiating financial trade offs in order to benefit both corporate sponsors and MWR.

Factor 8, Physical Demands, Level 8-1, 5 pts.

- The work is primary sedentary although there may be certain times in which long periods of standing or some physical effort is required while providing assistance with special events.

Factor 9, Work Environment. Level 9-1, 5 pts.

- Work is performed in an office setting.

Total Points 2,435
Grade GS-11

**JOB DESCRIPTION
ALL MWR
19 November 2001**

92022	CLERK	NF-0303-02
92038	ADMIN ASSISTANT (OPNS TEAM)	NF-0344-03
92056	PROGRAMMER	NF-0188-03
98002	RECREATION PROGRAM SPECIALIST	NF-0188-03
98003	RECREATION PROGRAM ASSISTANT	NF-0188-02
✓ 98004	FACILITIES TECHNICIAN	NF-0301-03
✓ 98005	FACILITIES OPERATOR	NF-0301-02
98006	FACILITIES OPERATOR	NF-0301-01
00003	PROGRAM TEAM LEADER	NF-0188-04
00004	FACILITY OPERATIONS MANAGER	NF-1101-04
01011	RECREATION SPECIALIST (LEAD)	NF-0188-04
02005	ADMINISTRATIVE ASSISTANT	NF-0344-03
02009	IDENTIFICATION CHECKER	NF-0085-01

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 92022

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Clerk

Activity: ALL

Pay Plan/Series/Level

NF-0303-02

MAJOR DUTY DESCRIPTION

Performs a variety of administrative and clerical functions in support of the activity to which assigned. Receives and reviews incoming documents for completeness taking or coordinating and tracking required action. Sets up and maintains offices files. Responds to customer inquiries and complaints providing general information and assistance concerning office function, established procedures, etc.

May perform a variety of complex typing.

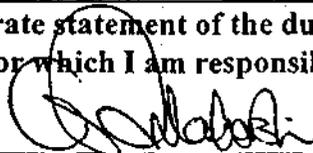
QUALIFICATION REQUIREMENTS

Progressively responsible clerical experience.

Computer experience required. Windows 95 helpful

Recreation Track and Time Labor Management System (TLMS) helpful.

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)

21 SEP 1998

(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 92038

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Administrative Assistant

Activity: Operations Team

Pay Plan/Series/Level
NF-0344-03

MAJOR DUTY DESCRIPTION

Serves as administrative assistant for matters relating to the day-to-day operations of various or program areas within MWR.

Provides assistance and support to Operations Team Leader in the area of administrative services and functions. Composes correspondence, controls and suspenses, and researches data to meet reporting requirements as required.

Prepares a variety of final correspondence, and reports and maintains records, files, statistical data and automated information including spreadsheets, databases, tables and charts as requested.

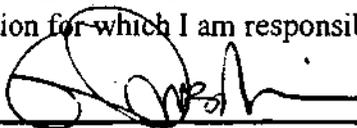
QUALIFICATION REQUIREMENTS

Ability to type 40 words per minute.

Automation experience required, (Ex. Microsoft Word, Excel, and powerpoint).

Automated Payroll experience necessary, (ST&A and ATAAPS preferred).

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)

23 Dec 90
(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 92056

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Programmer

Activity: Program Team

Pay Plan/Series/Level
NF-0188-03

MAJOR DUTY DESCRIPTION

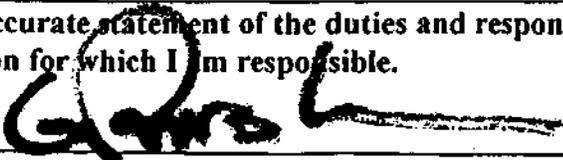
Researches customer interests, designs and develops programs which meet participant interests and needs for team and individual activities. Identifies facilities, personnel, and supplies required to support each program. Plans, promotes, organizes, and directs a variety of new programs to stimulate patronage of MWR.

Implements new programs that are cost effective and documents usage for reporting purposes. Researches contractual/partnership opportunities, and is familiar with all MWR programs/facilities. Continuously coordinates with operations staff to ensure sound communication and cross marketing.

QUALIFICATION REQUIREMENTS

Knowledge and work experience with directed programs in one or more recreation activities at the level of experience described above.

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)

2 Feb 10
(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98002

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt

TITLE: Recreation Program Specialist

Activity: ALL

Pay Plan/Series/Level
NF-0188-03

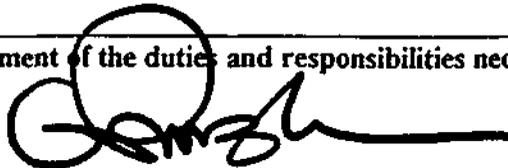
MAJOR DUTY DESCRIPTION

Serves as a Recreation Program Specialist team member responsible for planning, organizing, and conducting non-facility based recreation programs, including community-wide recreation events, activities and services. Plans and coordinates the details of both special and recurring activities, ensuring maximum use of facilities, services, staffing and other resources. Assists with market surveys and conducts focus groups to assess long range and short term interests in community events and programs. Schedules and publicizes, in conjunction with marketing media personnel, programs and activities in a manner to ensure maximum effectiveness based on customer demand. Arranges for logistical support such as supplies, services and equipment needed to accomplish the scheduled programs and events. Accounts for all funds involved. Continuously evaluates and varies activities to ensure the effectiveness of ongoing recreation programs and activities. Develops and conducts Unit/Organizational outreach recreation programs, and Better Opportunity for Single Soldiers (BOSS) programs.

QUALIFICATION REQUIREMENTS

- Knowledge of a very wide range of the principles, concepts, and techniques of recreation programming.
- Knowledge of the range of activities and services and of participant interests and needs.
- Skill in the application and utilization of such knowledge in planning and carrying out very diverse programs.
- Skill in developing new methods, approaches, and procedures for the most effective management of several program areas of unusual size, scope, and complexity.
- Skill in the effective management of the financial and physical resources.
- Requires the planning, implementation, and administration of the many different recreation activities possible within the available resources and the application of basic program policies and procedures to problems, questions, and situations arising in various recreational program areas.
- Requires contacts with participants, and with volunteers and staff. The employee has other contacts with members of the general public in moderately unstructured settings.
- Work requires some physical exertion in, e.g., handling equipment, materials, and in organizing physical environment for various projects, activities, and events.

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



8 MAY 1998

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98003

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Recreation Program Assistant

Activity: ALL

Pay Plan/Series/Level
NF-0188-02

MAJOR DUTY DESCRIPTION

Serves as a Recreation Program Specialist team member responsible for planning, organizing, and conducting non-facility based recreation programs, including community-wide recreation events, activities and services. Plans and coordinates the details of both special and recurring activities, ensuring maximum use of facilities, services, staffing and other resources. Accounts for all funds involved. Continuously evaluates and varies activities to ensure the effectiveness of ongoing recreation programs and activities. Develops and conducts Unit/Organizational outreach recreation programs, and Better Opportunity for Single Soldiers (BOSS) programs.

Responsible for TLMS input.

Additional duties as assigned.

QUALIFICATION REQUIREMENTS

Knowledge of a very wide range of the principles, concepts, and techniques of recreation programming.

Knowledge of the range of activities and services and of participant interests and needs.

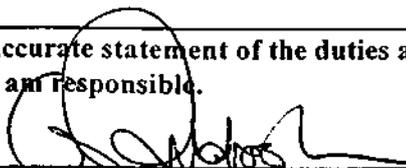
Skill in the application and utilization of such knowledge in planning and carrying out very diverse programs.

Requires the planning, implementation, and administration of the many different recreation activities possible within the available resources and the application of basic program policies and procedures to problems, questions, and situations arising in various recreational program areas.

Requires contacts with participants, and with volunteers and staff. The employee has other contacts with members of the general public in moderately unstructured settings.

TLMS experience helpful.

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)

24 SEP 1998
(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98004

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Technician

Activity: ALL

Pay Plan/Series/Level
NF-0301-03

MAJOR DUTY DESCRIPTION

Works as an assistant to the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Assists Operations Team Leader with coordinating and training of personnel assigned to facilities. Provides structure and guidance to all facilities operators on function and duties that will take place during their shift. Ensures adequate manning of facilities for events as well as routine operations.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued or sold, accounts for monies collected, safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to Team Leader or MWR immediately.

Reviews schedule of functions/events that are scheduled to take place in order to ascertain what preparation is required. Arranges furniture and equipment for various types and sizes of events. Puts up and takes down special event decorations. May assist with conducting events.

Cleans and maintains recreation equipment, supplies and facility areas. Performs self-help maintenance on facility and equipment. Prepares work order for maintenance which cannot be completed by self-help. Polices interior and exterior areas of building and grounds and performs general housekeeping to make facilities/playing fields/pools/outdoor courts ready for use.

Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Conducts inventory of number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in for amount and condition. Collects pre-set fees for services and damages. Tests mechanical equipment for service ability after each use. Removes damaged or unusable equipment from inventory.

Is responsible for the assurance of an efficient operation and assisting the Operations Team Leader with the performance of the following responsibilities and duties:

- (a) Exercise control over the operation of facilities including playing fields/pools/outdoor courts/marina.
- (b) Ensuring proper internal controls and safeguards are in place and are being followed.
- (c) Verifying receipts and stockage of merchandise and resale items.
- (d) Assisting with the overall operations and maintenance of facilities.
- (e) Monitoring all assigned facilities-checking, identifying and resolving problems.
- (f) Providing exception customer service to internal/external customers at all times.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Successful application of automation systems.

Technical knowledge of facilities of origin and service offered.

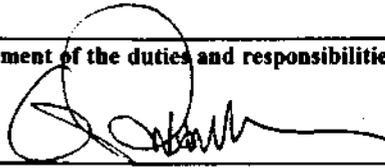
Skill in application of event planning.

Must possess excellent verbal and written communication skills.

Requires tact and diplomacy in interacting with all customers.

Responsible for 100% accuracy of all information provided to external and internal customers.

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



5 JAN '00

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98004

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Technician

Activity: Community Center

Pay Plan/Series/Level
NF-0301-03

MAJOR DUTY DESCRIPTION

Works as an assistant to the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Assists Operations Team Leader with coordinating and training of personnel assigned to Community Center. Provides structure and guidance to all facilities operators on function and duties that will take place during their shift. Ensures adequate manning of Community Center for events as well as routine operations.

Opens and/or closes Community Center by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees accounts for monies collected, safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of Community Center and reports any unusual findings to Team Leader.

Reviews schedule of functions/events that are scheduled to take place in order to ascertain what preparation is required. Arranges furniture and equipment for various types and sizes of events. Puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies and facility areas. Performs self-help maintenance on facility and equipment. Prepares work order for maintenance which cannot be completed by self-help. Polices interior and exterior areas of building and grounds and performs general housekeeping to make Community Center ready for use.

Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Determines inventory number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in for amount and condition. Collects pre-set fees for damages. Tests mechanical equipment for service ability after each use. Removes damaged or unusable equipment from inventory.

Is responsible for the assurance of an efficient operation. Is responsible for assisting the Operations Team Leader with the performance of the following responsibilities and duties:

- (a) Provides one stop customer services for:
 - (1) Catering intake for all MWR Food Beverage operations.
 - (2) Hospitality for Guest House and Lodging
 - (3) Central Registration for Recreation Delivery Services
 - (4) Theater event operations.
 - (5) Community Center Programs.
- (b) Ensuring proper internal controls and safeguards are in place and are being followed.
- (c) Verifying receipts of stocks of merchandise and resale operations.
- (d) Assisting with the coordination and maintenance of facilities.
- (e) Monitoring operation of all assigned facilities-checking, identifying and resolving problems.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Successful application of automation systems.

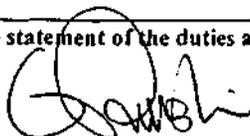
Skill in application of event planning.

Must possess excellent verbal and written communication skills.

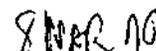
Requires tact and diplomacy in interacting with all customers.

Responsible for 100% accuracy of all information provided to external and internal customers.

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)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98005

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Operator

Activity: ALL

Pay Plan/Series/Level
NF-0301-02

MAJOR DUTY DESCRIPTION

Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to supervisor.

Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies and facility area. Performs self-help maintenance on facility and equipment. Prepares work order for maintenance which cannot be completed by self-help. Polices interior and exterior areas of building and grounds and performs general housekeeping to make facilities/playing fields/pools/outdoor courts ready for use.

Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Monitors inventories and number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in for amount and condition. Collects pre-set fees for damages. Tests mechanical equipment for serviceability after each use. Removes damaged or unusable equipment from inventory.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Demonstrate and maintain knowledge specific to facility of origin.

Demonstrate teaming skills by achieving level of competence required in cross training initiative.

Knowledge of automation systems helpful.

Knowledge of wide range of Recreation Activities helpful.

Skill in proving personal and diplomatic customer service.

Skill in communication with all levels of management and work force.

Requires creative and thoughtful approach to wide range of work functions.

Must have and retain a valid drivers' license.

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)

12/3/99
(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 98006

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Operator

Activity: ALL MWR

Pay Plan/Series/Level
NF-0301-01

MAJOR DUTY DESCRIPTION

Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to supervisor.

Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist with conducting events, provides on-going well-established programs based on customer demand.

Cleans recreation equipment, supplies and facility area. Performs self-help maintenance on facility and equipment. Polices interior and exterior areas of building and grounds and performs general housekeeping.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Willingness to be cross trained in several MWR activities.

A valid driver's license is desired.

Ability to use/learn automation systems.

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



20 FEB 2001

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 00003

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt

TITLE: Program Team Leader

Activity: MWR Program Team

Pay Plan/Series/Level

NF-0188-04

MAJOR DUTY DESCRIPTION

Serves as the Team Leader for the Morale, Welfare, and Recreation (MWR) Directorate responsible for planning, organizing, and conducting facility and non-facility based programs for the Fort Monmouth Community. Research and plan new programs and develop existing programs that are customer driven. Coordinate and communicate with Operations and Marketing Teams. Monitor ongoing programs. Research contractual and partnership opportunities. Promote all MWR programs. Cross-market by communicating with patrons about all MWR activities occurring in all MWR facilities. Provide excellent customer service. Know all programs and facilities. Develop a 24 month program plan. Research customer demand. Conduct new customer driven programs with Operations Team. Provide set up requirements to the Operations Team. Develop a coordinated budget and execute according to plan.

QUALIFICATION REQUIREMENTS

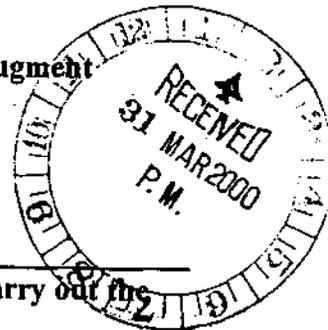
Management-level experience gained from planning and developing a broad range of programs for leisure activities.

Ability to identify and meet customer demand for such activities.

Knowledge of procedures and coordination required to keep Command informed.

Ability to develop forward planning and communicate concepts.

Knowledge of hospitality/food and beverage/entertainment services used to augment activities.



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

A handwritten signature in black ink, appearing to read "G. Haborski".

30 MAR 2000

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 00004

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Facilities Operations Manager

Activity: ALL MWR

Pay Plan/Series/Level
NF-1101-04

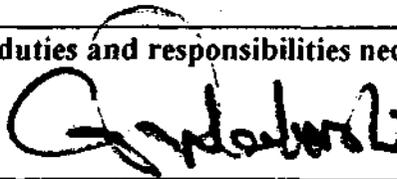
MAJOR DUTY DESCRIPTION

Serves as Facilities Operations Manager for the Operations Team of Morale, Welfare, and Recreation (MWR) Directorate, responsible for planning, arranging, organizing and implementation of a broad variety of programs developed by the Program Team. Utilizes subordinate Facility Technicians and Operators to execute facility and non-facility based on-going and self-directed programs for the Fort Monmouth Community. Coordinates and communicates with Program and Marketing Teams, monitors Operational activities as required. Promotes all MWR programs. Cross-markets by communicating with patrons about activities occurring in all MWR facilities. Provides excellent customer service, and is familiar with all programs and facilities. Provides necessary supplies, equipment and staffing. Assists with developing and executing budgets according to plan. Provides staff supervision, including evaluation and review of performance standards, recruitment, training, and disciplinary actions.

QUALIFICATION REQUIREMENTS

Knowledge of the principles, concepts and management techniques of recreational and business operations. Minimum of 3 years as manager/supervisor of similar facilities/programs. Plans and conducts a wide range of facility and non-facility based activities. Develops new methods, approaches and procedures for more effective utilization of facility and staff. Ability to provide personnel and financial oversight of a wide variety of activities.

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



21 AUG 2000

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 01011

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt
TITLE: Recreation Specialist (Lead)

Activity: All MWR

Pay Plan/Series/Level
NF-0188-04

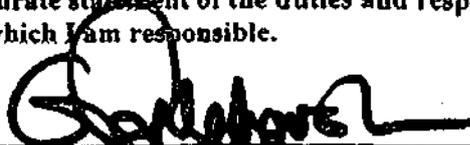
MAJOR DUTY DESCRIPTION

Serves as the Team Leader for the Recreation Program Team responsible for planning and developing facility and non-facility based recreation programs for the Fort Monmouth Community. Within established agency policies and objectives, develops, plans and implements community-wide recreation events, programs and services to meet the diversified needs of the community. These activities include required basic program categories and those designed to meet more specialized interest and needs. This may include issues dealing with funds, facilities, equipment, volunteer and staff support available. Develops new and unique events based upon community needs including such major programs as ethnic patriotic and holiday observances which involve a large volume and variety of activities. Plans and coordinates the details of both special and recurring activities, ensuring maximum use of facilities, services and other resources. Prepares written staff coordination actions. Coordinates requirements within USAG for special events. Coordinates with Recreation Operations Team Leader for personnel assigned to carry out activities and events, prioritizing tasks to ensure efficient programming is accomplished. Prepares cost analysis of the conduct of programs/events. Coordinates with Operations Team for logistical support such as staff, supplies, services and equipment needed to accomplish the scheduled programs and events. Accounts for funds involved and makes recommendations for improvements in funding and other support services. Coordinates with Marketing Office to ensure that market surveys and focus groups are completed to assess long range and short-term interests in community programs. Coordinates with Marketing Office personnel to ensure programs and activities are marketed/advertised in a manner that achieves maximum effectiveness in motivating and attracting participants, and in providing optimal possible range of activities in terms of community interests and needs. Provides guidance and leadership to the various recreation activities and to the participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities, as developments require. Administers personnel assigned to Program Team. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Knowledge of the principles, concepts and management techniques of recreational and business operations. Minimum of 3 years as manager/supervisor. Ability to plan and conduct a wide range of facility and non-facility based activities. Able to develop new methods, approaches and procedures for more effective utilization of facility and staff. Ability to provide personnel and financial oversight of a wide variety of activities.

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



29 AUG '01

(Approving Official: Title - Signature)

(Date)

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 02005

Installation: Fort Monmouth, NJ 07703

FLSA: Non-Exempt

TITLE: Administrative Assistant

Activity: MWR

Pay Plan/Series/Level

NF-0344-03

MAJOR DUTY DESCRIPTION

As assistant to the Director of MWR, provides a variety of administrative support services to subordinate staff elements of the organization. Work activities are associated with functions such as correspondence preparation and control, suspense tracking, reception and information functions, and other related activities.

Serves as MWR office assistant administrator for activities such as proposed personnel actions awards, training, suggestions, sick leave usage, etc. Prepares status reports and/or feeder data for reports relative to above subject areas. Follows up on performance appraisals, requested replacements, extensions and/or termination of personnel appointments. Provides support to Administrative Assistant as required to support overall functions of MWR office.

Performs support duties such as composes a variety of correspondence relating to the requested data from information in office files and records, feeder information collected from subordinate organizational elements, and from knowledge of organization. Receives all telephone calls and visitors to the office, resolves routing matters, and refers calls and visitors beyond own capacity to handle to proper activity. Must be constantly aware of major projects and exercise tact and discretion in furnishing information. Makes appointments for visitors, attends meetings and internal conferences as required, takes summary notes using discretion as to what to record and prepares memorandum for dissemination throughout organization. Maintains MWR calendar.

Uses automated equipment to produce a variety of material, prepare financial report documents, special reports, reporting requirements, etc.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Ability to type 40 words per minute. Word processing, correspondence skills, and formatting of military communications/staffing procedures required. Experience working with computerized system necessary.

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)

26 OCT 2001

(Date)



**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 02009

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Identification Checker

Activity: All MWR

Pay Plan/Series/Level

NF-0085-01

MAJOR DUTY DESCRIPTION

Checks identification of all persons entering the facility to which assigned. Uses tact and diplomacy to deny entrance to unauthorized personnel. Refers personnel to appropriate agency to receive permission to enter facility.

Notifies the facility manager or appropriate authority immediately of any problems or situations encountered. Maintains surveillance of surroundings, vehicles and persons in area of entrance. Ensures no lingering of unauthorized persons in this area.

QUALIFICATION REQUIREMENTS

Must pass background security clearances.

Must be 21 years of age or older.

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)

1 NOV 2001

(Date)

**JOB DESCRIPTION
PHYSICAL FITNESS CENTER
March 28, 2001**

✓ 92002	LIFE GUARD	NF-0189-01
✓ 92020	HEAD LIFEGUARD	NF-0189-02
98006	FACILITIES OPERATOR	NF-0301-01
✓ 01005	WATER SAFETY INSTRUCTOR	NF-0189-02

POSITION GUIDE
NONAPPROPRIATED FUNDS

Job Number: 92002

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Life Guard

Activity: Physical Fitness Center

Pay Plan/Series/Level
NF-0189-01

MAJOR DUTY DESCRIPTION

Performs Life Guard duties, responsible for safeguarding the lives of persons using the swimming pool. Rescues swimmers and administers first aid as required. Ensures that safety rules are followed.

Assists in maintaining pool and area clean and free from any hazards. May be called upon to conduct swimming instruction for young children, with a parent or guardian present. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and reports their behavior to the Senior Life Guard.

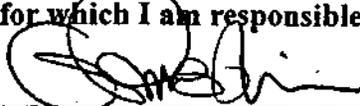
Maintains daily logs and records as required. Ensure that pool chemicals are at proper levels. Ensure that only authorizing pool members are using the pool area.

Maintains restrooms and changing areas.

QUALIFICATION REQUIREMENTS

1. Red Cross Advanced Life Savings Certificate.
2. Current CPR Certificate.
3. First Aid Certificate.
4. ~~Medical Certificate of Physical suitability for a strenuous and stressful position.~~

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)

21 Oct 1999

(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 92020

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Head Lifeguard

Activity: Physical Fitness Center

Pay Plan/Series/Level
NF-0189-02

MAJOR DUTY DESCRIPTION

Manages MWR swimming pool activities. Schedules lifeguards to duty in accordance with planned operating hours. Insures compliance with operating policies, instructions, safety rules and swimming practices.

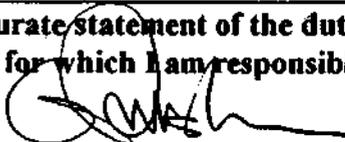
Serves as head lifeguard /lifeguard; instructs beginner swimming; informs students about water conditions and safety practices/procedures; provides water safety and life-saving instruction, as required. Supervises and instructs in the proper use and maintenance of pool equipment including water condition and testing.

Checks condition of dressing rooms, latrines, and outside areas; insures that all areas are maintained in a neat functional and sanitary condition; reports condition of facilities immediately to supervisor. Checks premises for fire/safety hazards and ensures that the facility is open and secured at closing time.

QUALIFICATION REQUIREMENTS

1. Red Cross "Today or Training" Life Saving Certificate.
2. Standard Red Cross first aid course certificate.
3. Head Lifeguard Training Certificate.
4. Cardio-pulmonary resuscitation (CRP) and First Aid certification.
5. Must pass medical exam (medical certificate of physical suitability for a strenuous and stressful position).

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)

10 JAN 2000

(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 28006

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Operator

Activity: ALL MWR

Pay Plan/Series/Level
NF-0301-01

MAJOR DUTY DESCRIPTION

Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to supervisor.

Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies and facility area. Performs self-help maintenance on facility and equipment. Polices interior and exterior areas of building and grounds and performs general housekeeping.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

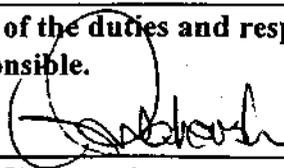
Demonstrate and maintain knowledge specific to facility of origin.

Demonstrate teaming skills by achieving level of competence required in cross training initiative.

Knowledge of wide range of Recreation Activities helpful.

Skill in proving personal and diplomatic customer service.

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



70 OCT 1998

(Approving Official: Title - Signature)

(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 01005

Installation: Fort Monmouth, NJ 07703

FLSA: Non-exempt
TITLE: Water Safety
Instructor/Swim Instructor

Activity: Physical Fitness Center

Pay Plan/Series/Level

NF-0189-02

MAJOR DUTY DESCRIPTION

Acts as the water safety instructor. Manages swimming lessons at the pool. Develops swim program according to students' ability and promotes students to higher level of swimming according to their skills. Instructs beginners, inter-mediate and advanced swimming. Teaches different strokes including the front crawl, back crawl, elementary backstroke, breaststroke, sidestroke and butterfly. Introduces personal safety skills and survival skills. Teaches different age groups and levels of swimming starting from infants to adults. Instructors cooperate with lifeguards to make sure that the swim lessons are safe at all times.

QUALIFICATION REQUIREMENTS

1. Water Safety Instructor Certification.
2. Cardio-pulmonary resuscitation (CPR).
3. First Aid Certification.
4. Life Guard Certification
5. Medical Certificate of physical suitability (medical exam) for a strenuous and stressful position.

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


Sal Impolonia, Operations Team Leader

(Approving Official: Title - Signature)

