



MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

POSITION:	DIRECTOR, SUPPORT DIVISION		
SALARY:	\$90,000-\$120,000 Per Annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-1101-05
ANNOUNCEMENT #:	0054-10	OPEN DATE:	02/25/2010
LOCATION:	SUPPORT DIVISION	FIRST CUT OFF DATE:	03/04/2010
AREA OF CONSIDERATION:	ALL SOURCES	HOURS: Mon-Fri 0800-1700 Nights/Weekends as Required **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Resume/ Cover Letter Required/ KSA's	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> COLA Included in Salary (subject to change)	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Under the direction of the MCCS Director incumbent is responsible for directing, monitoring, and administering policies, programs, strategic planning for Support Operations Division including: NAF Human Resources, Logistical Facility and Maintenance, Marketing, Management Information Systems (MIS), Management Analysis and Control (MAC), NAF Contracts and Procurement, MCCS Coordinators, Project Management, and Special Events Coordination operations. Serves as the MCCS technical advisor on Support Issues setting operating standards and ensuring compliance with operating policies and procedure. Resolves internal and external operational problems not covered by established policies including the coordination and collaboration with other staff agencies. Exercises technical and administrative supervision over subordinate managers to include setting annual performance plan goals with each manager and evaluating their attainment of such goals. Resolves financial, personnel and operational problems that impact on the effectiveness of MCCS programs. May represent the director to other organizations and commands on matters concerning MCCS projects and programs. Sets priorities and establishes methods and time frames for accomplishments of MCCS projects. Serves as a subject matter expert and direct advisor to senior leaders in the organization for the assigned organizational division. Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Pursues action to ensure follow through on maximizing productivity and economies. Oversees preparation and approves internal office financial plans and related records and reports, and exercises authority on approved overall budget. Analyzes programs on a regular basis, and prompts initiation of corrective action to ensure support of operating programs of MCCS. Oversees management of new property resources and may provide direction on facility renovations and improvements. Develops long range plans in conjunction with internal operating directives, and exercises internal personnel management authorities as delegated by the MCCS Director. Directly or indirectly through subordinate supervisors supervises employees. Counsels and trains employees, schedules and directs work, appraises work performance. Effectively supports the Marine Corps Equal Employment Opportunity and Sexual Harassment policies, and ensures compliance with fire, safety, and other environmental issues and programs. Oversees maintenance and enforcement of the security of resources and develops procedures to minimize the potential for fraud, waste and abuse. Lead by example with an emphasis on courtesy. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise. Develops and ensures implementation of an activity safety program in accordance with the Base Safety Program. Conducts safety meetings at least quarterly. Ensures safety training is provided to employees. Ensures minimal loss of duty by complying with "Return To Work" program initiatives, and following up on employee well being. Develops and ensures implementation of an activity safety program in accordance with the Base Safety Program. Advises employees of available safety regulations, instructions, materials and equipment. Promptly reports workplace accidents to the Human Resources Office. Ensures safety training is provided to employees. Complies with OSHA standards and takes action to correct unsafe or unhealthy working conditions. Ensures employees understand safety infractions that can result in disciplinary actions, and follows through with appropriate action. Ensures minimal loss of duty by complying with "Return To Work" program initiatives, and following up on employee well being. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A minimum of five years experience that demonstrates 1) executive management skills and knowledge of management principles in planning, coordinating, and attaining the goals and financial objectives of a large customer-oriented organization; 2) a thorough knowledge of business practices, economic principles and ability to analyze trends/developments and make improvements in operating programs through innovative marketing, and personnel management. Must possess 3) above average oral and written communication skills and have ability to deal with individuals on different levels such as Congressman, high-ranking military officers, etc. A four-year degree with a business major from an accredited college/university and knowledge of Marine Corps procedures and organization are highly desirable. This is a white-collar position where occasional lifting up to 20 lbs may be required. Annual financial declaration is required.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume and Cover Letter and a separate sheet addressing the 3 knowledge, skills and ability factors for the position listed above to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 03/04/2010 WILL BE GIVEN FIRST CONSIDERATION.**

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: 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.