



NF-3 & ABOVE VACANCY ANNOUNCEMENT

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

POSITION:	DEPUTY DIRECTOR		
SALARY:	\$90,000-135,000 per annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-1101-05
ANNOUNCEMENT #:	0361-09	OPEN DATE:	12/4/2009
LOCATION:	Executive Offices	FIRST CUT OFF DATE:	12/18/2009
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 type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input checked="" type="checkbox"/> Resume/ Cover Letter Required/ KSA's	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> 25% Cola Included in Salary (subject to change)	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Responsible for assisting in the management of an organization comprised of the following distinct operations: Personal services (including Family Team Building), Semper Fit, Business Operations (including Retail, Food & Hospitality, and Services/Contracting), and General Support. The Deputy participates in developing operational and business strategies, ensuring policy and procedural compliance, assessing the organization's performance and correcting failing strategies. Assists in managing all aspects of fiscal activities including the development and administration of an overall-operating budget. 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 division subordinates to include setting annual performance plan goals and evaluating the attainment of such goals. Provides business strategy oversight over Category C activities and resale competition with Categories A and B, responding to patrons' needs, competition, current market conditions, and develops, recommends modifications to business programs. Resolves financial, personnel, and operational problems that impact on the effectiveness of MCCS programs. As the Director, MCCS alter ego, represents the command to other organizations and commands on matters concerning projects and programs, with authority to commit under established policies. Maintains liaison with advisory boards, councils, and unions. Sets priorities and establishes methods and time frames for accomplishment of MCCS projects. Effectively supports Marine Corps Equal Employment Opportunity policies. Performs other related duties as required.

QUALIFICATION REQUIREMENTS: A minimum of five years that demonstrates: (1) Knowledge of MCCS programs and applicable NAF/APF funding; (2) possession of management principles in planning, coordinating, and attaining the goals and financial objectives of a large customer-oriented organization; (3) a thorough knowledge of business practices, economic principles; (4) ability to analyze trends and developments and make improvements in operating programs. (5) Must possess above average oral/written communication skills and ability to deal with individuals on different levels such as Congressmen, high ranking military officers, etc. A four-year degree with a business major from an accredited college/university and knowledge of Marine Corps staff procedures and organizations are highly desirable. **MUST PROVIDE A FINANCIAL DISCLOSURE STATEMENT.**

WHAT TO FILE: Submit a completed MCCS employment application, Resume and Cover Letter and a separate sheet addressing the 5 knowledge, skills and ability factors for the position listed above to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 12/18/2009 WILL BE GIVEN FIRST CONSIDERATION.** Failure to address these requirements may preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

EVALUATION AND RANKING OF CANDIDATES: All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization.

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.