

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20127	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSCO – Outdoor Recreation Los Angeles AFB, CA	
		X	EXEMPT		
3. POSITION TITLE SUPERVISORY RECREATION SPECIALIST (OUTDOOR RECREATION)			4. CLASSIFICATION NF-0188-IV	5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH	6. DATE 20150717

DUTIES AND RESPONSIBILITIES

Overall responsible for the operation, control, supervision and management of Outdoor Recreation; Equipment rental/checkout, RV Storage, Picnic Area reservations, Outdoor Adventure programs, storage facilities, COR for outsource Pool contract, Information, Tickets & Tours locations in El Segundo/Fort MacArthur. Ensuring that the Outdoor Recreation complies with legal and regulatory requirements and meets customer needs. Ensures that maintenance and preventive maintenance are performed on all recreation/rental equipment and NAF vehicles. Support base wide events within the Community Support Flight. Develops goals and objectives that integrate organization and Outdoor Recreation objectives, which includes the overall development and/or approval of programs, services, policies, administrative issues, safety and procedures to ensure total quality in service, program stability, and operational continuity activities and operation. Plans work to be accomplished by subordinates, sets and adjust short-term priorities, and prepares and approves master leave schedules assuring adequate coverage for peak workloads and traditional holiday/vacation time. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Establishes, develops, and maintains effective working relationships with base leadership and support agencies, local community leaders and higher headquarters. Formulates, implements, and coordinates the budget execution and the administrative work involving the monitoring of obligations incurred and the actual expenditures of funds and evaluates financial plans. Interprets requirements of policies, directives, regulations, and guidance, received from higher authority and assures formulation and implementation of internal procedures not otherwise established. Prepares and justifies annual operating (APF and NAF) for inclusion in the overall 61 FSS budget submission. Identifies and reports variance which is not kept within monthly and annual budgets. Prepares and conducts programs to reach Command NIAD. Monitors weekly revenue to ensure proper and full use of funds. Works uncommon tour of duty which includes nights, weekends and Holidays. Required to drive a government vehicle(s). Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of a very wide range of principles, concepts, methods in planning, implementing, managing a large recreational and leisure programs such as would be gained through extensive experience, skills and/or education in planning and conducting recreation programs, which enables the employee to plan and manage such activities programs. Knowledge of the range of activities and services and of participant interests and needs typical of a diversified recreation program. Knowledge of procedures for developing and executing budgets. Knowledge of the wide range of concepts, principles, and practices relating to and skill in developing new methods, approaches, and procedures for the most effective management of a community center activities programs. Must possess a valid state driver's license. Subject to satisfactory completion of a National Agency Check with Inquiries (NACI). This is a drug testing designated position. The incumbent is subject to pre-employment and random testing for drug use.

PERFORMANCE STANDARDS

The position requires initiative creativity and flexibility in developing programs that will reflect the trends of society and the interests of the community and meet Air Force standards. Plans, organizes, and directs efforts to comply with all higher headquarters guidance and achieve organization and customer needs. Regularly establishes methods and effectively review actions to ensure legal and regulatory compliance issues and/or customer concerns are promptly identified and addressed. Takes appropriate and timely action to provide a work environment free from discrimination, harassment, and retaliation. Consistently observes and complies with all health, safety, and security directives. Ordinarily recognizes and arranges for training of subordinates in a timely manner. Interactions with internal and external officials and/or customers must be diplomatic, accurate, professional, and promote effective working relationships.

TRAINING

All formal and informal training as deemed necessary by management. May include OJT, TDY, video/telephone conferences, and correspondence courses.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR	DATE
<i>Estep. Britell, Chief, Community Services Flight</i>	<i>28 March 2017</i>