



## 75th Force Support Squadron Hill AFB, Utah

### NAF Vacancy Announcement

**# 10 – 008**

#### POSITION:

**Position / Grade: Computer Assistant (Webmaster Marketing) / NF-0335-03**

**Location: Marketing Office Bldg. 152, Hill AFB, Utah      Salary: \$12.39 - \$15.00 - DOE**

**Category: Flexible (0-40 Hours per week) without benefits**

**Opening Date: 27 April 2010**

**Closing Date: Open Until Filled  
(First review will be on 10 May)**

**Area of Consideration: Open To All**

#### DUTIES AND RESPONSIBILITIES:

Plans, designs, develops, implements and tests electronic media advertisement for the 75th Force Support Squadron to include: [www.75thforcesupport.com](http://www.75thforcesupport.com); [www.hill.af.mil/calendar/](http://www.hill.af.mil/calendar/), and new media applications. Monitors ongoing operations to ensure hardware and software are functioning properly and that operational standards are met. Performs system backups and restores, develops web pages, and updates content of various pages/files on the server. Coordinates hardware and software purchases and upgrades. Creates new Hypertext Markup Language (HTML) documents and modifies existing HTML documents. Loads files and manages directory structures to ensure appropriate operation and isolation of separate application areas. Uses established web metering and resources management techniques to identify and promptly resolve web site-related problems within the organization. Troubleshoots hardware, software, Internet, and Intranet problems. Identifies and determines corrective action to be taken in case of failures not covered by standard procedures. Assists with design, layout, illustration, and production of graphics communications using Adobe Creative Suite software. Insures web presence with search engine optimization plans. Monitors the web for trends that could be applicable for use and expand web presence. Coordinates requirements and system updates. Performs other related duties as assigned.

#### QUALIFICATIONS:

Practical knowledge of standard processes and ability to follow and direct all phases of web design, configuration and maintenance including applications development and publication of web pages to enhance the organization's web site. Practical knowledge of standard web page programs and/or applications; such as HTML, Java Script, Adobe Photoshop, Illustrator, InDesign, QuarkXpress, FrontPage, Flash and/or Dreamweaver. Knowledge of standard publishing and office automation; to design layouts, write copy, perform research, organize information and conduct various projects. Ability to communicate effectively, both orally and in writing. Ability to read, write and speak English. May be required to work a non-standard work schedule. Must satisfactorily complete a National Agency Check with Inquires (NACI).

#### HOW TO APPLY:

**Current Nonappropriated Fund employees** must submit Air Force Form 2550 to the NAF Human Resources Office, located at 5713 E. Ave., Bldg 460, Annex, by 4:00 p.m. 07 May 2010 to be considered for first referral on 10 May 2010.

**External applicants** must submit a complete application package to include:

1. Optional Form 612, "Optional Application for Federal Employment"  
(resume's may be attached to the OF 612)
2. Optional Form 306, "Declaration for Federal Employment"
3. Prior Military, submit a copy of your DD 214
5. If claiming Military Spouse Preference, provide a copy of the spouse's orders

Application packages must be submitted no later than by 4:00 p.m. on 07 May 2010 to be considered for first referral on 10 May 2010.

All applications are submitted to:

75 FSS/FSMH  
Human Resources Office  
5713 E. Ave., Bldg 460, Annex  
Hill AFB, UT 84056

or faxed to: (801) 775-4261

or emailed to: [75fss.fsmh@hill.af.mil](mailto:75fss.fsmh@hill.af.mil)

**FOR ADDITIONAL INFORMATION CONTACT:** 75 FSS/FSMH, DSN: 777-1080 or CMCL: (801) 777-1080.

**OTHER INFORMATION:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

**NONMERIT FACTORS:** Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.

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