



## 75th Force Support Squadron Hill AFB, Utah

### NAF Vacancy Announcement

# 11-026

#### POSITION:

**Position / Grade:** Operations Manager (Golf Course) / NF-1101-03

**Location:** Hubbard Golf Course

**Salary:** \$12.39 – \$18.00 DOE

**Category:** Regular (20-40 hours per week) with benefits

**Opening Date:** 27 July 2011

**Closing Date:** Open until Filled  
(First review will be on 03 August 2011)

**Area of Consideration:** Open To All

#### DUTIES AND RESPONSIBILITIES:

Promotes, organizes, schedules and conducts golf tournaments, matches and special golf events. Oversees operations related to golf retail shop and cart barn to include supervisory responsibility for assigned pro-shop and cart barn staff. Plans, schedules, and coordinates work operations, to include displays, prices, merchandising and inventory. Hires, directs, approves leave, solves problems related to work being supervised, disciplines, and evaluates subordinate staff work performance. Ensures the overall golf course program follows established standards and advises director of golf of any deviations. Interprets rules or procedures for program participants. Monitors etiquette and play of golfers. Schedules tee times, golf clinics, lessons and tournaments. Gives golf lessons to private individuals and conducts group lessons. Administers handicapping for golfers. Assists VIP golfers in protocol procedures. Ensures basic maintenance requirements are followed and advises appropriate personnel if changes or repairs are required. Assists customers in the fitting, selection and ordering of golf equipment. Performs cashier functions; receives payments, issues receipts, makes change, and completes related cash control forms and processes. Ensures all sales, fees and charges are rung up on the cash register. May be assigned government purchase cardholder duties and responsibilities. Receives and resolves customer complaints and requests for special services. Performs other duties as assigned.

#### QUALIFICATIONS:

Must have experience in overall operations of a golf facility including the rules of golf, equipment sale and repair, and handicapping. Must have prior teaching and tournament organization experience. Must be registered in the PGA program or be a member of the PGA. Must have experience which demonstrated the ability to manage a retail operation for profit, merchandise display, inventory controls and receipt, disbursement, deposit or other processing of cash items to include direct handling of cash items and use of cash accountability and inventory control methods. Successful completion of a security background check is required. Must be able to pass job specific physical exam. Must possess and maintain a valid driver's license. This is a drug testing designated position. The incumbent is subject to random testing for drug use.

#### 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. on 02 August 2011 to be considered for first referral on 03 August 2011.

**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 02 August 2011 to be considered for first referral on 03 August 2011.

Application packages can be found on our website at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

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 or visit us on the web at: [www.75thforcesupport.com/hro/index.html](http://www.75thforcesupport.com/hro/index.html)

**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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