



<b>Position/Grade</b>	GOLF COURSE MANAGER NF 4 <b>JOB ID 26299</b>		
<b>Location</b>	GOLF COURSE PROGRAM	<b>Open Date</b>	07 JUNE 2017
<b>Type of Appointment</b>	REGULAR FULL TIME	<b>Close Date</b>	21 JUNE 2017
<b>Who May Apply</b>	ALL SOURCES	<b>Salary</b>	\$62k - \$70k ANNUM
<b>Hours of Operation</b>	MONDAY THROUGH SUNDAY VARIOUS SHIFTS, 35-40 HOURS PER WEEK, HOURS SUBJECT TO CHANGE BASE ON BUSINESS REQUIREMENTS		
<b><input type="checkbox"/> Health Card Required</b>	<b><input checked="" type="checkbox"/> Background Check Required</b>	<b><input type="checkbox"/> Gun Control</b>	<b><input type="checkbox"/> Drug Testing Position (DTP)</b>
	<b><input type="checkbox"/> Valid Driver's License Required</b>		

### Job Summary

Marine Corps Community Services (MCCS) is looking for the best and brightest to join our Team! MCCS is a comprehensive program that supports and enhances the quality of life for Marines, their families, and others in the Marine Corps Community. We offer a team oriented environment comprised of military personnel, civilian employees, contractors and volunteers who keep the organization functioning smoothly and effectively. As a service-oriented organization, we never waver in our commitment to our Corps.

This position is located at Golf Course. Candidates selected for this position will serve as a Golf Course Manager for MCCS.

### Major Duties

Responsible for the operation and maintenance of a golf course encompassing at least 18-holes, fairways, greens and practice course or driving range. Responsible for providing qualified instruction, technical advice and equipment and retail recommendations. Ensures an aggressive recreational golf program is available for authorized patrons. Schedules and conducts tournaments and special events. Instructs member golfers, operates a pro shop and golf cart rental. Oversees the environmental management of golf course greens to include equipment, maintenance and labor.

Plan, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares internal office financial plans and related records and reports, and exercises authority on approved budget. Monitors programs on a regular basis, and initiates corrective action to ensure support of operating programs of MCCS. Manages 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 higher-level supervisor with regard to subordinate supervisors and employees in the office. Directly or indirectly through subordinate supervisors supervises employees. Counsels and trains employees, schedules and directs work, appraises work performance. Approves or disapproves leave, and personnel actions. Must be alert to substance abuse and take appropriate action. Effectively supports the Marine Corps Equal Employment Opportunity and Sexual Harassment policies, and ensures compliance with fire, safety, and other environmental issues and programs. Maintains and enforces security of funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher-level supervisor or proper point of contact for help when problems arise.

Performs other related duties as assigned.

### Qualifications

Must possess a minimum of four years' experience with comprehensive knowledge regarding the general operation and maintenance of a large golf course. Proficient in software to support budget, payroll and retail analysis. Experience in design and maintenance of a golf course. Active "Class A" member of the Professional Golfers Association of America is required. Ability to supervise golf employees in various work sections. Ability to effectively communicate in writing and orally to various size groups/meetings. Ability to manage a large retail pro shop. Knowledge of pertinent safety, occupational health, and environmental regulations, to include matters relating to chemicals, spray, and other agents. Knowledge of MCCA NAF policies and procedures preferred. This is a white-collar position where occasional lifting up to 45 lbs. may be required.

## How To Apply

All applications *must* be submitted online via the MCCA Careers website: [www.usmc-mcca.org/careers](http://www.usmc-mcca.org/careers)

Resumes/applications emailed or mailed will not be considered for this vacancy announcement. To be considered for employment, the application or resume must be submitted online by 11:59 PM (EST) on the closing date of the announcement.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your MCCA user account and review your application status.

**ATTENTION MCCA INTERNAL APPLICANTS! PLEASE UPDATE YOUR E-MAIL ADDRESS/PHONE NUMBER IN PEOPLE SOFT SELF-SERVICE IN ORDER TO RECEIVE HIRING NOTIFICATIONS.**

## Closing Statement

**GENERAL INFORMATION:** Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, GINA, political affiliation, membership or non-membership in an employee organization, marital status, physical handicap which has no bearing on the ability to perform the duties of the position. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review: <https://www.donhr.navy.mil/NoFearAct.asp>.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check and Inquiries (NACI).

Direct Deposit of total NET pay is mandatory as a condition of employment for all appointments to positions within MCCA.

### **Required Documents:**

\*Education/certification certificate(s), if applicable.

\*If prior military, DD214 Member Copy

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.

**INDIVIDUALS SELECTED FROM THIS ANNOUNCEMENT MAY BE CHANGED TO PART-TIME OR FULL-TIME AT MANAGEMENT'S DISCRETION WITHOUT FURTHER COMPETITION.**

**ALL ONLINE APPLICATIONS MUST BE RECEIVED BY 1159PM EASTERN STANDARD TIME (EST) ON THE CLOSING DATE LISTED IN THE JOB POSTING.**

**APPLICANTS WHO DO NOT MEET THE ABOVE REQUIREMENTS WILL NOT BE INTERVIEWED.**

