

Revised Mar 2015	<b>DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT</b>	
	<b>Announcement No.:</b>	EUR15-097733-AG
	<b>Opening Date:</b> 08 May 2015	<b>Closing Date:</b> 21 May 2015
	<b>Position Title, PP-Series-Grade:</b>	Supervisory Recreation Specialist, GS-0188-07 KPP 09 OR GS-0188-09
	<b>Salary Range:</b>	GS-07 -\$34,662.00 - \$45,057.00 GS-09 -\$42,399.00 - \$55,116.00
	<b>Work Schedule:</b>	Full-Time Permanent <b>No. of vacancies: One (1)</b>
	<b>Location:</b>	Naval Support Activity (NSA) Morale, Welfare & Recreation (MWR) Naples, Italy
	<b>How to Apply</b>	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume:  <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/NEWPA13.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/NEWPA13.pdf</a>  This link above provides detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p>Applicants are strongly encouraged to develop their resume in the online resume builder at <a href="http://www.usajobs.gov">http://www.usajobs.gov</a> which allows you to print your completed resume. Utilizing the USAJOBS resume builder will ensure that you are providing important information about your experience, education, military service, etc., and will optimize your consideration for vacancies.</p> <p><b>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</b></p>
<b>Who May Apply (Area of Consideration)</b>	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions:</p> <p>* Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments, (i.e. local military/civilian spouses). See links below for detailed information regarding this eligibility: <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf</a> and <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf</a></p> <p><b>All other interested applicants not in the above Area of Consideration, to include current CONUS hires residing in the above commuting areas, MUST apply through USAJOBS at <a href="http://www.usajobs.gov">http://www.usajobs.gov</a> in order to receive consideration.</b></p>	
<b>About the Job</b>	<p>At full performance level, the incumbent is responsible for planning, developing, organizing, implementing and evaluating base-wide ITT programs. Plans, schedules and coordinates an annual calendar for group tours and events. Serves as a retail sales agent for selling and collecting payment for a variety of services related to travel. Locates and visits new tour sites to locate special places or events of interest. Maintains a comprehensive library of brochures, maps, hotel listings and recreation opportunities for cities through-out Europe. Serves as the NSA local Contracting Officer's Representative (COR) or alternative COR. Provides travel services for approximately 10,000 military and civilian employees and dependents. Schedules special tours for personnel attached to visiting ship units and their spouses. Coordinates with various MWR managers to meet the ships recreation needs. Provides briefings on travel arrangements to fleet personnel. Coordinates with bus companies, tour escorts, local guides, restaurants, and hotels. Prepares and justifies annual operating budget. Maintains accurate and current financial records. Collects handles and controls ITT funds and daily activity reports. Resolves complaints for patrons and solicits feedback to improve service. Serves as a supervisor of both U.S. and Local National employees.</p>	
<b>OPM Qualification Requirements</b>	<p><b><u>APPLICANTS MUST MEET EXPERIENCE AND/OR EDUCATION REQUIREMENTS:</u></b></p> <p><b><u>APPLICANTS MUST MEET OPM'S QUALIFICATION STANDARD TO BE MINIMALLY QUALIFIED:</u></b> <a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-specialist-series-0188/">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-specialist-series-0188/</a></p> <p><b><u>IN ADDITION TO THE ABOVE, TO BE CONSIDERED AMONG THE BEST QUALIFIED YOU MUST ALSO HAVE THE FOLLOWING:</u></b></p>	

	<p><b><u>As a GS-07</u></b></p> <p><b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-06 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <b><u>OR</u></b></p> <p><b><u>EDUCATION:</u></b> 1 full year of graduate level education <i>or</i> superior academic achievement</p> <p><b><u>As a GS-09</u></b></p> <p><b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-07 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <b><u>OR</u></b></p> <p><b><u>EDUCATION:</u></b> master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related</p>
<b>Job Conditions</b>	<ol style="list-style-type: none"> <li>1. <b>Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position, or a Local National position.</b></li> <li>2. Highest Previous Rate (HPR) may be authorized.</li> <li>3. Selectee will be required to serve one (1) year probationary period <b>for supervisory/managerial position.</b></li> <li>4. The Department of the Navy provides Reasonable Accommodation to applicants with <b>disabilities.</b> Applicants who believe they require reasonable accommodation should contact the CNREURAFSWA Human Resources Office (HRO) at DSN 626-5409, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.</li> <li>5. This position will also be recruited worldwide in the near future. Continue to check USAJOBS website periodically for this posting). Applicants not within the Area of Consideration (Who may Apply) under this local announcement may apply through <b>USAJOBS</b> at <a href="http://www.usajobs.gov">http://www.usajobs.gov</a> in order to receive consideration. The USAJOBS (worldwide) announcement may have a different closing date than this local announcement.</li> <li>6. <b>By applying for this permanent position you will use your military spouse or civilian spouse preference.</b> If you are no longer interested in the position, you may request to withdraw your resume from further consideration. See: <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf</a> and/or <a href="http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf">http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf</a></li> <li>7. This position may be filled at the higher or lower grade level. If filled at the lower grade level, incumbent may be non-competitively promoted to the full performance/next higher grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>8. Selectee must be eligible to obtain and maintain a <b>Secret Security</b> clearance. Applicants are asked to specify on resume level of Security Clearance currently held.</li> <li>9. This position involves extensive walking and traveling by various methods of transportation including government aircraft.</li> </ol>
<b>Application Status</b>	<p>For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least <b>15</b> days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified <b>only</b> if selected. Please contact same number above for any inquiries regarding this vacancy announcement.</p>
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>	