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## **Supervisory Housing Management Assistant, Unaccompanied Housing – Fulltime**

**Announcement Number: 12381739**

**Primary Location: Naval Base Kitsap, WA**

**Pay Range: \$54,500 - \$60,000 DOE**

**Open: 04/10/24 – 04/24/24**

### **WHAT YOU GET:**

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- NAF Retirement Savings plan & 401K plan with match up to 3% of your salary.
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world.
- Make a positive impact on the Military Community

### **WHAT TO EXPECT:**

- Responsible assisting with the operation of a professional facility, consistent with those services and amenities provided in a standard UH Barracks Building. The goal is to provide clean, comfortable housing for Sailors while contributing to the highest level of mission readiness.
- Supervision responsibilities include but are not limited to setting work schedules, assigning work, establishing, and revising priorities, evaluating performance, approving, or disapproving leave requests, selects management/supervisory candidates and approves selections of entry level employees, recommends pay adjustments and/or awards per policy, and recommends corrective and/or disciplinary action as warranted.
- Oversees a small budget. Coordinated and administers the efficient and proper use of any NAF resources, including funds, personnel, supplies, and equipment.
- Adheres to CNIC UH standardization of goals and participates in UH inspections. Ensures NAF personnel and procurement policies and procedures are followed.
- Performs other duties as assigned.

### **WHAT YOU NEED TO KNOW:**

- A bachelor's degree in Hotel Management or related field is preferred but may be substituted with UH or similar lodging experience. The incumbent must have a minimum of 3 years' experience in a position related to a UH lodging operation, with at least 2 years' supervisory experience.
- Must understand the daily operation of a lodging operation to include safety, environmental and fire prevention regulations, and practices; and front desk, housekeeping, and maintenance operating principles and practices; and have a working knowledge of automated property management system(s)
- The incumbent must possess excellent communication skills and must possess fluent command of the English language, understand, and use proper grammar, and be able to communicate clearly and effectively to all levels of the organization, both verbally and in writing.
- Incumbent must be able to use and/or operate basic computer software such as Microsoft Word, Excel and Power Point and have a working knowledge of the property management system.
- Must be able to understand and utilize basic military policies and regulations related to operating and managing UH Barracks facilities.



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#### **CONDITIONS OF EMPLOYMENT:**

- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.
- Must successfully pass the E-Verify employment verification check. Any discrepancies must be resolved as a condition of employment.
- This is a non-critical sensitive position requiring access to automated systems that contain PII on military personnel that is protected from disclosure by the DoD Privacy Program, DoD 5400.11-R. Requires successful completion of the appropriate level background investigation.
- This position may involve work on workdays and may involve weekends, and holidays, as well as rotating shifts, often consisting of other than normal duty hours.
- Incumbent may be considered 'ALPHA' personnel, and therefore subject to work during inclement weather or other states of emergency.
- A valid state driver license to travel to other facilities may be required within the normal scope of duties and may be assigned to work at either location as needed.

#### **OTHER INFORMATION:**

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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