



SEYMOUR JOHNSON AIR FORCE BASE
FORCE
SUPPORT SQUADRON

DEPARTMENT OF THE AIR FORCE
4TH FORCE SUPPORT SQUADRON
1570 WRIGHT BROTHERS AVENUE, SUITE 400
SEYMOUR JOHNSON AFB, NC 27531

“PLEASE DIRECT ALL QUESTIONS TO NAF HUMAN RESOURCES”

The 4th Force Support Human Resources Office mission is to provide efficient and effective management and administration to Seymour Johnson AFB--NAF personnel program. We accept applications (with resumes) for all positions even when we do not have an opening and we keep them on file for 90 days. If a position becomes available during that time, your application is referred to the selecting supervisor. You must be at least 16 years of age to apply for our positions. Some positions require you to be older (i.e. bartenders, child care, etc.). We offer a variety of jobs and the opportunities for advancement.

HOW TO APPLY:

(1) Come in to our office (*Must have access to base or be sponsored on*) or (2) Mail your application to the address below **Note: THE OF 306 and OF 612 “APPLICATION FOR FEDERAL EMPLOYMENT FORMS” MUST BE COMPLETED** (*Child/Youth positions require supplemental forms-Contact our office for details*).

NAF Human Resource Office
4 FSS/FSMH
1570 Wright Brothers Avenue, Suite 400
Seymour Johnson AFB, NC 27531

Brief Overview of Applying/Hiring Process

Once you've completed an application and submitted it to our office, the application will be date stamped and placed on file **(date stamped with the date we officially receive it in hand)**. The application stays on file until requested by the hiring manager of the facility/position to which you applied. Applications are forwarded by the HR office to the hiring manager as soon as they request them. The hiring manager then reviews the applications (Also, they may contact applicants for over the phone interviews, in person interviews, etc). Next, the hiring manager selects the most qualified applicant for the position and forwards the applications back (with the selected applicants applications marked) to the human resource office. Once we receive the applications back, we contact the selected applicant(s) and make them a job offer. If the applicant accepts the job offer, we then schedule them to complete the pre employment paperwork (i.e. fingerprints/background check, physicals, food handler's training, safety briefings, customer service training, in processing, etc.).

You may contact our office at anytime if you have any questions at:

Deborah Hare	HR Specialist	(919) 722-5939	deborah.hare@seymourjohnson.af.mil
Dennis Medeiros	HR Assistant	(919) 722-5956	dennis.medeiros@seymourjohnson.af.mil



SEYMOUR JOHNSON AIR FORCE BASE

FORCE

SUPPORT SQUADRON

DEPARTMENT OF THE AIR FORCE

4TH FORCE SUPPORT SQUADRON

1570 WRIGHT BROTHERS AVENUE, SUITE 400

SEYMOUR JOHNSON AFB, NC 27531

**ARE YOU A VETERAN OR MILITARY SPOUSE?
“YOU MAY QUALIFY FOR A HIRING PREFERENCE”**

MILITARY SPOUSE PREFERENCE

Military spouses may be eligible to apply for employment preference for DoD NAF positions in conjunction with their military sponsor's transfer to a new duty station. Spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new duty location. A military spouse preference eligible is a military spouse who entered into marriage with the military member prior to relocating because of service under a statutory tour.

Documents Required To Claim Spouse Preference: *Documents depicting proof of military spouse preference eligibility are the sponsor's permanent change of station (PCS) orders where the spouse is named as the husband or wife of the military member, or a copy of the commander's letter of approval of command sponsorship together with a copy of the sponsor's PCS orders. To apply using spouse preference you must provide us with a copy of these documents. The military sponsor must be an active duty military member of the Armed Forces, including the U.S. Coast Guard, relocating because of service under a statutory tour. Military spouse preference does not apply when the military member sponsor's move is a PCS in conjunction with retirement or separation.*

VETERAN PREFERENCE APPLICANTS

If you ever served in any branch of the armed forces you may be eligible for Veterans' Preference. By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over nonveterans. Veteran's Preference Change: Due to a recent change, individuals previously ineligible for veteran's preference may now be eligible. This change applies to anyone who served on active duty for more than 180 consecutive days, any part of which occurred beginning September 11, 2001 and ending as of the close of Operation Iraqi Freedom, if otherwise eligible. If you meet the requirements of this new eligibility and wish to claim veterans' preference for hiring purposes, ensure you provide appropriate documentation to the Human Resources Office.

Documents Required To Claim Veteran's Preference: *To be considered for Veterans' Preference you need to attach a copy of your last DD Form 214-the member-4 copy to the application when submitting. Not everybody who served in the Armed Forces is eligible for this preference. There are strict guidelines to use in determining Veterans' Preference and not all will qualify. The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214 online: <http://vetrecs.archives.gov/>*

PLEASE CONTACT OUR OFFICE TO SEE IF YOU QUALIFY:

Human Resource Office
4 FSS/FSMH
1570 Wright Brothers Avenue, Suite 400
Seymour Johnson AFB, NC 27531
PHONE: (919) 722-5939/5956



SEYMOUR JOHNSON AIR FORCE BASE
FORCE
 SUPPORT SQUADRON
 DEPARTMENT OF THE AIR FORCE
 4TH FORCE SUPPORT SQUADRON
 1570 WRIGHT BROTHERS AVENUE, SUITE 400
 Seymour Johnson AFB, NC 27531

<u>ALL NAF JOBS</u>		
<u>Bowling Center</u>	<u>Dining Facility</u>	<u>Lodging</u>
Bowling Center Mgr.	Cashier Checker	Asst. Guest Services Mgr.
Bowling Equip. Worker	Food Service Leader	**Custodial Worker
Cook	Food Service Manager	Custodial Worker Leader
**Custodial Worker	Food Service Supervisor	Custodial Worker Supervisor
**Laborer	Food Service Worker	**Guest Services Representative
Operations Clerk	Office Automation Clerk	Inventory Clerk
**Recreation Aid		Laborer
Recreation Asst. Supervisor		Lodging Manager
	<u>Ft. Fisher (Kure Beach, NC)</u>	Maintenance Worker
	Clerk (OA)	Supply Clerk
	Cook	Supply Technician Supervisor
<u>Clubs</u>	Custodial Worker	
Club Manager	Desk Clerk (Cashier Checker)	<u>Marketing</u>
Restaurant Manager	**Food Service Worker	Commercial Sponsorship
Recreation Assistant	**Laborer	Office Automation Assistant
Office Automation Clerk	Lodging Clerk (Inventory)	Marketing and Publicity Director
Caterer	Maintenance Worker Supervisor	Visual Information Specialist
Laborer	Maintenance Worker	
Custodial Worker	Operations Supervisor	<u>Outdoor Recreation</u>
Cook	**Recreation Aid	**Cashier-Checker
Waiter	Recreation Aid (Lifeguard)	Laborer
Food Service Worker	Recreation Facility Manager	Recreation Aid
Bartender	Recreation Program Director	**Recreation Aid (Lifeguard)
Bar Assistant	Restaurant Manager	Recreation Assistant Supervisor
Maintenance Worker Supervisor		Supervisory Recreation Specialist
Cashier	<u>Golf Course</u>	
Recreation Aid	Automotive Mechanic	<u>Auto Hobby Shop</u>
General Clerk Leader	Cashier-Checker	Automotive Mechanic
Club Operations Assistant	Cook	Automotive Worker
	Gardner/Tractor Operator	<u>Skills Development Center</u>
	Golf Course Manager	**Picture Framer
<u>Community Center</u>	Golf Course Superintendent	Recreation Assistant
**Recreation Aid	**Laborer	
Recreation Assistant	Operations Assistant	<u>Resources Management Flight</u>
Recreation Program Director	**Recreation Aid	Accounting Technician
		Payroll Clerk
<u>Child Development Center</u>	<u>Human Resources</u>	Purchasing Agent
**Child/Youth Program Assist	Human Resources Assistant	
Cook	Human Resources Specialist	<u>Youth Center</u>
Food Service Worker	Training Specialist	**Child/Youth Program Assistant
More at Four Assistant Teacher		Clerk (OA)
More at Four Teacher	<u>Library</u>	Cook
	Librarian Technician	Laborer
	Supervisory Librarian	
	Technician Information Specialist	
**MORE JOB AVAILABILITY/TURNOVER		



SEYMOUR JOHNSON AIR FORCE BASE
FORCE
SUPPORT SQUADRON
DEPARTMENT OF THE AIR FORCE
4TH FORCE SUPPORT SQUADRON
1570 WRIGHT BROTHERS AVENUE, SUITE 400
SEYMOUR JOHNSON AFB, NC 27531

JOB DESCRIPTIONS AND PAY

“THESE ARE BRIEF JOB DESCRIPTIONS AND QUALIFICATIONS. PLEASE CONTACT NAF HUMAN RESOURCES FOR DETAILED POSITION INFORMATION”

Pay Band I Positions

(Minimum: \$7.25 per hour to Maximum: \$12.63 per hour—Depending on Experience)

Cashier (NF-0530-I): Receives and disburses cash. Collects cash receipts, credit card receipts, club tokens, coupons and other documents. Prepares cashier's reports, bank deposits, cashes checks, accepts payments, prepares and issues change from funds and notifies supervisor of irregularities. Accepts new member applications, if applicable. Requires experience in responsible clerical or office work.

Cashier-Checker (NF-2091-I): Operates cash register, rings up sales, receives money and makes change. At the end of each shift, clears cash register and turns over cash and supporting documents to supervisor. Requires experience in clerical, office or retail sales work. Experience in cash register operation is a plus.

Desk Clerk/Cashier-Checker (NF-0303-I): Performs primarily substantive clerical work in support of technical administrative management and/or operational requirement. Typical duties include maintaining records, reviewing, screening, reviewing and verifying documents, searching for and compiling information data.

Human Resources Assistant (NF-0203-I): Assists in providing general employment information to applicants, updates recruitment list, receives visitors and telephone calls, types a variety of materials from rough draft form, and inputs data into the automated data system. Requires experience in responsible clerical or office work, knowledge of rules, regulations, procedures and program requirements of one or more areas of the personnel system and typing skills.

Guest Services Representative NF-0303-I): Receives and confirms room reservations by letter, telephone or personal contact. Registers and assigns rooms to guests, issues room keys and may escort guests to rooms. Ensures only authorized patrons use government-sponsored quarters. Calculates and posts charges to patrons' accounts and balances totals with control records. Maintains and sells convenience items to patrons. Maintains daily quarters occupancy and current check-out list.

Recreation Aid (NF-0189-I): This position requires experience or knowledge or recreational activities such as assisting with planning of various events. Performs and/or assists other recreation assistants in the operation and maintenance of indoor/outdoor recreational facilities. Sets up recreation areas for scheduled activities; records attendance, takes reservations and payment for trips and tours, notifies participants of schedule changes, arranges for equipment, checks equipment out to patrons and checks condition of the items upon return.

Recreation Aid (Lifeguard) (NF-0189-I): Continuously observes swimming area to ensure safety of patrons. Opens pool to patrons and warns swimmers of unsafe conditions and safety hazards. Enforces all rules and regulations pertaining to the pools. May assist in cleaning the pool areas. Requires lifesaving certification and CPR, and knowledge of swimming activities, rules and pool maintenance is desired.

Supply Clerk (NF-2005-I): Collects soiled linen from housekeeping personnel within the lodging complex and segregates soiled items into bins. Release soiled linen to the contractor and ensures accurate count is made of each item. Establishes appropriate linen level on a monthly basis.

Pay Band II Positions

(Minimum: \$8.71 per hour to Maximum: \$15.50 per hour—Depending on Experience)

Accounting Technician (NF-0525-II): Performs double- entry accounting, examines, verifies and analyzes purchase orders, vouchers, payroll and property records to determine correctness and validity. Posts and totals general ledger accounts and prepares worksheets, statements and reports. Requires experience in work, which provided a knowledge of double entry accounting, knowledge of procedures to enter, modify and retrieve information in an automated general ledger system, and the ability to analyze the interrelationship of accounts.

Cashier (NF-0530-II): Receives and disburses cash. Collects cash receipts, credit card receipts, club tokens, coupons and other documents. Prepares cashier's reports, bank deposits, cashes checks, accepts payments, prepares and issues change from funds and notifies supervisor of irregularities. Accepts new member applications, if applicable. Requires experience in responsible clerical or office work.

Clerk (NF-0303-II): Performs primarily substantive clerical work in support of technical administrative management and/or operational requirement. Typical duties include maintaining records, reviewing, screening, reviewing and verifying documents, searching for and compiling information data.

Human Resources Assistant (OA) (NF-0203-II): Provides recruitment and placement service to NAF activities by processing personnel actions, checks for necessary documents, checks for conformance to applicable regulations and laws, and maintains applicant supply files and Official Personnel Folders (OPFs). Provides information to NAF employees regarding personnel matters. Requires experience in responsible clerical or office work, knowledge of rules, regulations, procedures of one or more areas of personnel and typing skills.

Inventory Clerk (NF-2010-II): Responsible for daily management and safeguarding over 89,000 pieces of linen valued at over \$400,000. Monitors all linen exchange services. Receives linen from contracted laundry and dry cleaning facility. Must have experience in general clerical work. Ability to lift 50lbs.

Library Technician (NF-1411-II): Responsible for all technical service operations. Prepares, verifies, and process all procurement purchase requests. Collects bibliographic data for ordering library materials. Performs copy cataloging. Assists library users with library equipment. Assists in providing ready reference services to library customers. Must have 1 year specialized experience in a library that provided specific knowledge of library rules, policies, and procedures for circulation and technical service.

Lodging Clerk (Inventory) (NF-0303-II): Orders, assists in receiving, prices, stocks, and inventories resale merchandise in gift shop. Data input into several computer program systems. Assigns rooms, issues keys, and assists guests in all aspects of their stay. Receives payment for rooms and merchandise. Requires a working knowledge of Windows based software and computer diagnose and resolving problems in software and hardware.

Office Automation Clerk (NF-0326-II): Uses word processing software to produce a variety of documents. Transmits, receives documents/messages electronically using personal computer/workstation. Types correspondence, reports, forms, messages, memoranda, and statistical or tabular material in final form. Performs a variety of general office duties.

Operations Clerk (NF-0303-II): Prepares various reports and statistical data. Prepares costs center reports, makes daily bank deposits, issues changes funds to operating activity, issues and controls Blanket Purchase Agreements; receives, reviews and extends delivery invoices and receiving reports. May provide service in handling special orders, sales and monitors progress of orders. Operates cash register, and sells equipment, accessories and various types of stock items. Provides information regarding activity operations, maintains suspense files, regulations, files plan, types correspondence and other related documents. Requires experience in clerical or office work and knowledge of areas of administration.

Recreation Assistant (NF-0189-II): This position requires knowledge of recreational activities specific to the activity, implementing varieties of established events/programs in the area of Outdoor Recreation, Community Center, Youth Center, Bowling Center, Golf Course, etc.

Pay Band III Positions

(Minimum: \$10.77 per hour to Maximum: \$29.95 per hour—Depending on Experience)

Accounting Technician (NF-0525-III): Performs double- entry accounting, examines, verifies and analyzes purchase orders, vouchers, payroll and property records to determine correctness and validity. Posts and totals general ledger accounts and prepares worksheets, statements and reports. Requires experience in work, which provided a knowledge of double entry accounting, knowledge

of procedures to enter, modify and retrieve information in an automated general ledger system, and the ability to analyze the interrelationship of accounts.

Assistant Guest Services Manager (NF-0303-III): Assists in the responsibility for the efficient and economical operation of the Lodging Guest Reception, which includes both reservations and front desk operations. Works with the manager to implement higher level directives. Requires experience in which provides a general knowledge of management principles and practices and experience in general clerical/cashier work.

Caterer (NF-1101-III): Arranges all catering activities, banquets, parties, receptions and luncheons. Analyzes the requirements of the occasion and chooses suitable services to be provided, room reservations, menu preparation, decorations and time. Requires experience in planning and organizing social functions and knowledge of formal protocol for high-ranking dignitaries.

Commercial Sponsorship Coordinator (NF-1101-III): The purpose of this position is conduct all activities relating to the commercial sponsorship and commercial advertising program for the 4th Force Support Squadron. Develop solicitation brochures and packages to solicit sponsorship from local, regional, national, and international organizations.

Food Service Manager (NF-1667-III): The purpose of this position is to manage the total food operation in the dining facility and flight kitchen. Manage the patron-food service day to day to include supervising employee, control of quality, quantity and timeliness of food services rendered to patrons. Requires progress experience in quantity cooking, preparation of a variety of food items, menu planning, quality and cost control of food preparation, inventory and storage procedures for food supplies and equipment, and procurement of food supplies and equipment.

Human Resources Assistant (OA) (NF-0203-III): Provides recruitment and placement services to all NAF activities. Conducts orientations for new employees on insurance benefits, unemployment compensation, retirement and other applicable programs. Explains pay systems, shift differentials, hours of work, and a variety of orientation information. Maintenance control of within-grade increases and official personnel folders. Operates a computer remote terminal. Requires experience in clerical or office work, knowledge of NAF personnel administration and typing skills.

Office Automation Assistant (NF-0326-III): Using desktop publishing, word processing, calendar and other software packages, processes documents involving many different styles of heading and arrangements of material within the text. Formats documents automatically by using macros available within the software. Produces illustrations, charts, graphs, layout text, graphics, and pictures and uses multiple styles and sizes. Using software, chooses appropriate form for publication.

Operations Assistant (NF-1101-III): Responsible for the golf course Pro Shop. Assists customers in selection of golf equipment which will fit their needs. Assists in maintaining Pro Shop inventory which includes purchasing stock inventory and special order items. Requires experience in clerical or office work and knowledge of areas of administration. Must have knowledge and understanding of golf course operations including the rules related to golf and organization of leagues and tournaments.

Operations Supervisor (NF-0303-III): Oversees reservations for groups, individuals and contracts. Responsible for acquiring and setting up all training groups that are trained through the North Carolina National Guard Training Center. Provide a wide range of accounting duties. Oversees the entire store from ordering, pricing and selling. Knowledge of the accounting system sufficient to flow individual funds and specific monies is required. In addition, a general knowledge of housing utilization, including a familiarity with eligibility, occupancy and termination activities.

Purchasing Agent (NF-1105-III): Develops and monitors procurement practices for all services, negotiate, issues and maintains blanket purchase agreements, verifies and approves NAF purchase orders and negotiates consignment; flight and ground instructor contracts, aircraft lease agreements and entertainment contracts. Provides technical guidance and assistance to NAF managers and other Services personnel. Requires a thorough understanding of rules, regulations and procedures used in purchasing, requesting, receiving and processing PR's, knowledge of business practices and skills in locating supply vendors.

Recreation Assistant Supervisor (NF-0189-III): Responsible for work force supervision. Supervise, lead, oversee, and/or coordinate the daily activities of other employees engaged in the performance of their duties. Ensure maintenance is performed on all bowling related equipment. Manages real property resources. Plans, schedules, coordinates and carries out established activities. Requires experience and a general familiarity with group activities and/or programs, related recreation experience and clerical experience recommended.

Recreation Program Director (NF-0188-III): The purpose of this position is to plan, develop, manage and evaluate a diverse year-round recreation and adventure program for the community; to include administration, budgeting, facility, real property, inventory, minor and major construction, personnel, manpower and funding.

Restaurant Manager (NF-1667-III): The purpose of this position is to direct and manage the total food operation in the officers/enlisted clubs. Specific areas of responsibility are kitchen and special functions. Requires progressive experience in quantity cooking, preparation of a variety of food items, menu planning, quality and cost control of food preparation, inventory and storage procedures for food supplies and equipment, and procurement of food supplies and equipment.

Supply Technician Supervisor (NF-2005-III): Manages expendable and non-expendable supply equipment items for lodging services through stock control, requisitioning, delivery and inventory control. Analyzes such factors as usage rates, inventory, seasonal demands, prices, special projects or program changes. Determines quantities required and timely stock replenishment and rotation by use of experience judgment, historical data, occupancy and utilization. Establishes and maintains minimum stock levels of all expendable supplies and amenities to assure adequate inventory of items to prevent work stoppage. Establishes and maintains the appropriate security of high value items subject to pilferage. Maintains an accurate accounting and reporting system for non-expendable property and performs routine phases of property management in accordance with established policies and procedures. Picks up various supply documents from warehouse office/remote terminals. Progressively responsible experience in supply work which provided knowledge of rules, regulations, procedures, and program requirements of the local supply organization and the organization service.

Training Specialist (NF-1712-III): The primary purpose of this position is the single point of contact responsible for planning, administering, developing and evaluating a complete training and readiness program for all of services personnel.

Visual Information Specialist-Marketing (NF-1084-III): The purpose of this position is to serve as the web designer for the 4th Force Support site. Design and maintain the web site using animation, upgrading in terms of content and improvements to take advantage of the latest technology.

Pay Band IV Positions

(Minimum: \$16.33 per hour to Maximum: \$46.96 per hour—Depending on Experience)

Bowling Center Manager (NF-1101-IV): Responsible for the economic and efficient operation of the bowling center facilities and activities. Implement higher level directives and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs. Establish, review and evaluate menu planning, food service, purchase of supplies, equipment and resale merchandise. Requires progress experience in administrative, professional, technical or other work which has provided knowledge of management principles and practices or progressive responsible experience in one or more of the functions managed by a bowling manager.

Club Manager (NF-1101-IV): Responsible for the full range of economic and efficient operational management of club facilities and activities. Implement higher level directives and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs. Establish, review and evaluate menu planning, food service, purchase of supplies, equipment and resale merchandise. Requires progress experience in administrative, professional, technical or other work which has provided knowledge of management principles and practices or progressive responsible experience in one or more of the functions managed by a club manager.

Golf Course Manager (NF-1101-IV): Responsible for the full range of both course and facility operational management and maintenance of the golf course. Implement higher level directives and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs. Establish, review and evaluate menu planning, food service, purchase of supplies, equipment and resale merchandise. Requires progress experience in administrative, professional, technical or other work which has provided knowledge of management principles and practices or progressive responsible experience in one or more of the functions managed by a golf course manager.

Golf Course Superintendent (NF-1601-IV): Develops and updates long-range golf course grounds maintenance plans. Submits maintenance and improvement requirements to the Director of Golf. Interviews and selects employees, assigns and reviews work, evaluates daily, monthly or seasonal maintenance programs. Schedules, trains, direct and supervise subordinate employees to accomplish course and facility maintenance. Must have knowledge of golf course construction and golfing techniques. Knowledge of grass seeds, fertilizer, herbicides, pesticides, soil and sand mixtures.

Human Resources Specialist (NF-0201-IV): Assist the Human Resource Director in the overall program management and NAF personnel systems. Responsible for benefits, to include workers compensation, unemployment, 401k, retirement plan, health benefits, life insurance, etc. Assists with adverse and disciplinary actions. Conducts NAF Wage Area Surveys. Operates a computer remote terminal. Requires experience in clerical or office work, knowledge of NAF personnel administration and typing skills..

Lodging Manager (NF-1173-IV): Responsible for the management, administration, technical, and professional direction of lodging operations. Requires 3 years of experience in the operational management of a civilian or military lodging program or AF Services program related to lodging, recreation, sports and fitness, hospitality, food service, or business management.

Marketing and Publicity Director (NF-1101-IV): The purpose of this position is to manage the marketing and promotion programs for the Force Support Squadron's business and recreational activities to include the development and implementation of marketing strategies.

Recreation Facility Manager (NF-1101-IV): This position has direct and total responsibility for the operation and maintenance of a large 58 acre off base recreation area located at Ft. Fisher, NC. Responsible for management of complete program, all site facilities, and grounds, site security, equipment, supplies, vehicles, facility lease management, nonappropriated and appropriated funds management. Requires progress experience in administrative, professional, technical or other work which has provided knowledge of management principles and practices or progressive responsible experience in one or more of the functions managed by a recreational facility manager.

Supervisory Recreation Specialist (NF-0188-IV): The purpose of this position is to plan, develop, manage and evaluate a diverse year-round recreation and adventure program for the community; to include administration, budgeting, facility, real property, inventory, minor and major construction, personnel, manpower and funding. Requires progress experience in administrative, professional, technical or other work which has provided knowledge of management principles and practices or progressive responsible experience in one or more of the functions managed by a Supervisory Recreation Specialist.

Supervisory Librarian (NF-1410-IV): Directs overall library operation providing mission, education, and quality of life support to base personnel, their families, and retirees. Responsible for the full scope of library functions to include library administration, personnel management, circulation services, reference/research services, technical services, and technological development and support. A master's degree in library and information studies from an American Library Association accredited school and 3 years progressively responsible work experience is required.

Technician Information Specialist (NF-1412-IV): Responsible for all aspects of computer services and systems operated by the library. Manages the integrated library system (ILS), the CD-ROM Local Area Network, the computer lab, Internet access, the web page, and all network communications. Requires 3 years specialized experience that provided knowledge of the basic principles, theories, practices, techniques, and terminology of a discipline or subject matter field.

Crafts & Trades Positions

Automotive Mechanic (NA-5823-10; \$12.16 per hour): Performs troubleshooting, rebuilding and repairing automotive engines, utilizes test equipment, tears down, rebuilds or replaces engines, transmissions, brake systems, and instructs/assists patrons in the automotive craft/hobby shop. Requires experience in the maintenance and repair of engines.

Automotive Worker (NA-5823-08; \$11.19 per hour): Performs troubleshooting, rebuilding and repairing automotive engines, utilizes test equipment, tears down, rebuilds or replaces engines, transmissions, brake systems, and instructs/assists patrons in the automotive craft/hobby shop. Requires experience in the maintenance and repair of engines.

Bartender (NA-7405-05; \$9.75 per hour): Mixes and serves alcoholic and non-alcoholic beverages to order, keeps bar area clean and stocked, assists in taking inventory and operates a cash register. Requires experience mixing alcoholic beverages or bartenders training school, and must be 21 years old.

Bar Assistant (NA-7405-01; \$7.88 per hour): Perform a variety of tasks to support a bar or beer serving activity. No previous experience or training necessary. Must be 21 years old.

Bowling Equipment Worker (NA-4819-05; \$9.75 per hour): The purpose of this position is to repair and maintain bowling facility equipment. Assists in performing minor maintenance on bowling equipment to include automatic pinsetter, automatic ball returns, speed cradle stops, automatic ball cleaners, hole bores, and lane maintenance machines. Must have a basic knowledge of maintenance and repair of bowling equipment.

Cook (NA-7404-04/06/08; \$9.31, \$10.24, \$11.19 per hour): Performs a variety of food preparation, cooking tasks from grilling to preparing complicated recipes, and may operate a cash register. Requires working knowledge of methods and procedures relating to food preparation, higher grades require more experience.

Custodial Worker (NA-3566-01/02; \$7.88 or \$8.36 per hour): Performs a variety of simple cleaning tasks in an assigned area. Requires light physical effort and involves the use of lightweight powered cleaning equipment, no experience needed.

Custodial Worker Leader (NL-3566-01; \$8.67 per hour): Distributes and balances workload among employees. Observes work in progress, production, adherence to quality and safety standards. Ability to lead 3 or more custodial workers to accomplish housekeeping assignments.

Custodial Worker Supervisor (NS-3566-01; \$10.12 per hour): Schedules and supervises employees and accomplishes housekeeping and janitorial functions. Requires increasingly responsible experience in general housekeeping and use of cleaning material and equipment.

Food Service Worker (NA-7408-02/03; \$8.36 or \$8.82 per hour): Washes, peels and dices fruits, vegetables, makes coffee and tea, cleans kitchen equipment, washes pots, pans, glasses and flatware, operates dishwasher and prepares tables and side service stands. No experience required.

Food Service Worker Leader (NL-7408-03; \$9.69 per hour): Perform leader duties and a variety of manual tasks in food preparation and food service areas such as preparing vegetables, salads, desserts, and carving cooked meats. Requires ability to supervise three or more workers to accomplish food service duties. Must have experience in and a knowledge of food preparation principles and characteristics of food and of planning process to ensure tasks are prepared and completed on time.

Food Service Worker Supervisor (NS-7408-03; \$11.05 per hour): Serves as a working supervisor and to provide planning, work direction, and administration for a variety of manual tasks in food preparation and food service areas to include preparing vegetables, salads, desserts, and carving cooked meats. Requires ability to supervise three or more workers to accomplish food service duties. Must have experience in and a knowledge of food preparation principles and characteristics of food and of planning process to ensure tasks are prepared and completed on time.

Gardner (NA-5003-07; \$10.70 per hour): Utilize various types of sprays for controlling weeds and insects. Obtains cuttings from various plants. Operates a variety of mobile equipment. Requires ability to operate and repair a variety of mowing and gardening equipment. Must possess a working knowledge of irrigation systems and their maintenance.

Laborer (NA-3502-02/03/04; \$8.36, \$8.82, \$9.31 per hour): Loads and unloads bulky or heavy items, digs ditches and trenches, uses heavy power mowers, adjusts blades, cuts trees and other manual skill work. Requires experience with power equipment and must be able to lift up to 50 pounds. May require a valid driver's license.

Maintenance Mechanic (NA-4749-10; \$12.16 per hour): Constructs, alters and repairs framework, interior trim, doors, windows and building additions from blueprints or sketches. Installs, maintains and repairs ceramic floor tile, installs and removes sinks, metal door frames or concrete walls, removes or replaces wire insulation, switches, connections and fittings. Requires increasingly responsible experience in building, grounds, fixtures and utility upkeep, and must be able to lift up to 50 pounds. May require a valid driver's license.

Maintenance Worker (NA-4749-05/07; \$9.75, \$10.70 per hour): Must have increasing responsible experience in the use of tools common to trades; requires basic knowledge of plumbing, painting, and carpentry; must be able to measure materials according to requirements and dimensions. May work from ladders, scaffolds and platforms, cramped and hard to reach places requiring the person to stand, bend, kneel and work in a tiring and uncomfortable positions. Frequently carries and lifts items weighing up to 50 pounds. Physical required.

Maintenance Worker Supervisor (NS-4749-03/05; \$11.05, \$11.99 per hour): Perform a wide variety of simple maintenance tasks in an assigned area, requires moderate physical effort, and involves the use of hands and/or small power equipment and tools. Supervises several laborers/custodial workers. Must have experience as a supervisor in similar type work. Must have at least 2 years experience in this type position or a related position.

Picture Framer (NA-4601-05; \$9.75 per hour): Measures and cuts frames and glass, installs and fastens pictures, has working knowledge of double matting. French matting and other specialized matting techniques, operates cash register and assists customers in self-help framing activities. Requires experience in wood working techniques and the use of simple powered equipment.

Waiter (NA-7420-01/02/03; \$7.88, \$8.36, \$8.82 per hour): Sets up tables, serves food from kitchen, refills food and beverages, clears tables and may wash dishes. Higher grade receives guests, takes orders, suggests food, beverages and cocktails, operates a cash register and prepares work schedules. No experience required for NA-01, or experience in food serving and wine selection techniques for NA-02/03. May need to be 21 years old.

Child Care (CY) Positions

Child and Youth Program Assistant (CY-1702-1/2/3; \$11.28, \$12.31, \$13.82 per hour): Assists in planning and conducting an effective child development program. Arranges room and play materials to accommodate the daily schedule. Coordinates age appropriate play and learning activities to foster individual and group activity development. Plans, coordinates and conducts educational and recreational activities for youth. Teaches and leads planned activities. Assists youth with homework and special projects. Checks youth into the facility and notes any special instructions by parents. Requires high school diploma or equivalent, 18 years old and the ability to read, write and speak English. Higher grades also require 6 months experience and 15/30 semester hours above High School in child development, early childhood education or a directly related field.

More at Four Assistant Teacher (NF-1702-2; Minimum: \$13.17 per hour—Depending on Experience): Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and curriculum. Conducts developmental screenings within 90 days of enrollment for all children. Serves as a leader for assistant teacher and other child development center staff members. A minimum of an associate degree in early childhood

education/child development, or hold a BA/BS in early childhood education/child development and be able to obtain a B-K certificate within two years of hire, or hold a bachelor's degree in early childhood education/child development and a B-K certificate preferred. Must have a minimum of 2 years of experience.

More at Four Teacher (NF-1702-3; Minimum: \$17.95 per hour —Depending on Experience): Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child based upon stated goals and curriculum. Conducts developmental screenings within 90 days of enrollment for all children. Serves as a leader for assistant teacher and other child development center staff members. A minimum of an associate degree in early childhood education/child development, or hold a BA/BS in early childhood education/child development and be able to obtain a B-K certificate within two years of hire, or hold a bachelor's degree in early childhood education/child development and a B-K certificate preferred. Must have a minimum of 2 years of experience.