


DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA
Civilian Human Resources, Sigonella, Italy
VACANCY ANNOUNCEMENT: U.S. CITIZEN DEPENDENT HIRE POSITION

	Announcement #	SIG15-166053(R)		
	Position	THEATER MANAGER, GS-1101-06/07		
	Salary Range	GS-06: \$31,192 - \$40,552 per annum GS-07: \$34,662 - \$45,057 per annum		
	Opening Date	07-AUG-2015	Closing Date	20-AUG-2015
	Location	FLEET READINESS, MORALE, WELFARE AND RECREATION DEPARTMENT, ENTERTAINMENT AND BUSINESS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> 1. Please read the instructions on the reverse side of this announcement before submitting your application. 2. Current and former federal employees must submit copies of Notification of Personnel Actions (SF50 or Personnel Action Report (PAR) for Non-Appropriated Fund Employees) with the application package. 3. Veterans must submit DD214 (Member Copy No. 4) with the application package to receive preference. 4. This is a re-announcement of vacancy SIG15-166053. Applicants who previously applied need not re-apply unless updating their application. 5. 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 upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 6. Specify the GS grade(s) that you are applying for on your resume. 7. Selectee will be required to pass a background investigation as a condition of employment. 8. Work schedule includes evenings, weekends and holidays as needed. Work schedule is subject to change. 8. Work involves considerable, standing, bending and carrying of heavy items. 9. The ability to type is desirable. 			
Who May Apply	Command-sponsored U.S. citizens (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are dependents of civilian employees of a U.S. Government Agency and dependents of active duty military personnel, eligible for a Schedule A, 213.3106 (b)(6) appointment authority.			
Description of Duties	Responsible for the operational management of the base theater and concession. Supervises a subordinate staff engaged in snack bar, cashier, usher, ticket sales and movie projectionist functions. Assigns, directs, reviews and evaluates the work of subordinates and performs a variety of supervisory functions. Implements policies and procedures for the operation of the theater and snack bar. Schedules and issues all films for showing at the base theater and authorized sites; assembles/prepares weekly movie schedules; orders publicity services as appropriate. Records/reports on all operational and administrative activities and provides yearly budget reports. Coordinates live entertainment and performances in the facility, as well as other facility requests for non-movie usage (e.g., training sessions, meetings, etc) and determines and requests necessary lighting, sound and visual aid equipment. Checks projectors/theater equipment for safe and proper operation. Initiates and monitors repair operations. Responsible for change funds for the theater concession, ticket sales and video game quarters. Determines supplies, equipment, facility needs, and orders theater and concession supplies. Conducts frequent inventories and completes accounting reports. Inspects facilities for cleanliness and safe operating conditions; appraises cleaning contractor's performance; and initiates work requests. Performs related duties such as operating the movie projector in the absence of the projectionist.			
Qualification Requirements	<p>http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards</p> <p>GS-06: One (1) year specialized experience equivalent to the GS-05 grade level.</p> <p>GS-07: One (1) year specialized experience equivalent to the GS-06 grade level.</p> <p>Specialized experience: 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 this position.</p> <p>Education: Graduate education may be credited only if directly related to the work of the position.</p> <p>Eligible applicants must meet the screen out element(s) if any, and will be evaluated based on a comparison of the position requirements against the quality and extent of the experience and/or related education as reflected in their resume/application. Applicants should demonstrate that work experience clearly shows possession of knowledge of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.</p> <p>Knowledge, Skills, Abilities (KSAs):</p> <ol style="list-style-type: none"> 1. Knowledge of the entertainment industries/fields. 2. Knowledge of business management concepts, practices and methods. 3. Ability to supervise, motivate and train a subordinate staff 			
Application Status	For inquiries concerning job application status, consult the CNIC website: http://www.cnic.navy.mil/regions/cnneurafswa/installations/nas_sigonella/about/jobs.html . For further inquiries applicants may contact the Civilian Human Resources at (095) 56-4165 or DSN 624-4165 on Tuesdays and/or Thursdays from 1300-1530, at least 20-days after the closing date of the announcement.			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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Civilian Human Resources, Sigonella, Italy

Policies and Instructions for completing Application Form

1. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders and copies of position descriptions WILL NOT be used to determine qualifications.
2. **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Applications and other required forms will not be returned. We suggest you submit copies or retain copies for yourself.
3. Applicants with dual citizenship (Italian/U.S.) are ineligible for employment by the U.S. Forces in Italy.
4. Veteran's preference will be applied within each external recruitment source as appropriate.
5. **Employment of relatives is restricted in accordance with 5 USC 3110.**
6. All applicants are considered without regard to race, religion, color, national origin, sex, political affiliation, age, marital status, disability, sexual orientation or other non-merit factors.
7. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the Civilian Human Resources (CHR) at 624-4180, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.

DEPENDENT HIRING AUTHORITY

SCHEDULE A, EXCEPTED APPOINTMENT ELIGIBLE: Dependents of a member of the U. S. Armed Forces OR dependents of a U.S. civilian employee of a U.S. Government Agency. The family member's appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.

REEMPLOYED ANNUITANTS

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414 (b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)"

INFORMATION & VERIFICATION DOCUMENTS REQUIRED ON APPLICATION

JOB INFORMATION:

- Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying.
(Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify).

HOW TO APPLY

(http://www.cnric.navy.mil/regions/cnreurafswa/installations/nas_sigonella/about/jobs/how_to_apply.html):

- All applicants **MUST** submit the following documentation for consideration: **(1)** Resume containing required information listed below; **(2)** Overseas Residency Questionnaire (must be filled out completely); **(3)** Family Member/Military Spouse Supplement; **(4)** Copy of your sojourn permit issued by the Catania Immigration Office or document issued by the Sigonella Legal Office verifying application for sojourn permit; **(5)** Copy of official U.S. passport containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent; **(6)** Copy of sponsor's Permanent Change of Station (PCS) Orders AND Command-Sponsorship authorization, if applicant is not on Sponsor's PCS orders ; **(7)** Marriage certificate if you are a military spouse **(8)** OF306, Declaration For Federal Employment **(9)** Veterans **must** also submit copy of DD-214, Member Copy-4 and SF-15 if claiming 10 -point preference.
- Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach a copy of SF-50, Notification of Personnel Action (NPA), Personnel Action Report (PAR), to verify previous employment, highest previous rate, LWOP status, non-competitive eligibility, date of last promotion etc.

PERSONAL INFORMATION:

- Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- Country of citizenship

WORK EXPERIENCE:

Give the following information for your work experience related to the job for which you are applying:

- Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment)
- Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties)
- Salary
- Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours)
- Employer's name and address; Supervisor's name and phone number
- Indicate if we may contact your current supervisor

EDUCATION:

- High school - Name, city, and State (zip code if known), Date of diploma or GED
- Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Copy of transcripts **must** be attached to receive credit for education.
- Original/notarized transcripts will be required, if selected.
- **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to www.opm.gov/qualifications/SEC-II/s2-e4.asp.

QUALIFICATION REQUIREMENTS:

- Take note of the type of experience, knowledge, skills and abilities required by the vacancy announcement. Candidates who rate among the best qualified group will be referred to the selecting official.

TYPING PROFICIENCY:

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

SUBMISSION OF THE EMPLOYMENT APPLICATION:

Submit your application by the closing date of the announcement. Applications may be delivered to the CHR office, Monday to Friday, 0730 to 1600 OR deposited in the box at the Pass & ID Window NAS I or scanned via email to si-hro-wantajob@eu.navy.mil. Email containing application and attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that information and documents submitted are received, legible and accurate.