

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  N19323	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 14 FSS/FSCT Arts & Crafts Center Community Services Flight Columbus AFB MS
		X	EXEMPT	

3. POSITION TITLE Arts and Crafts Center Manager	4. CLASSIFICATION NF-1101-III	5. CLASSIFIED BY Alan D. Cardenas	6. DATE 14 Apr 2016
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**DUTIES AND RESPONSIBILITIES**

Responsible for the daily operation of the 14th FSS Arts and Crafts Center to ensure economic and efficient operations. Plans, schedules and implements arts and crafts classes and events. Creates event schedules, observes work in progress and monitors production. May be required to teach various classes as needed. Coordinates the details of recurring and non-recurring activities and special events including, but not limited to, Artists/Craftsman and photography contests, displays and demonstrations to utilize maximum use of the facility, services and resources. Adjusts for seasonal requirements and monitors changing trends of the market in all areas. Adheres to resource control and procedures and funds handling guidelines. Ensures materials and resources are available and customer satisfaction is being met. Determines type and quantity of expendable and non-expendable materials, equipment and supplies required for engraving, framing, pottery and retail shop. Prepares budget, analyzes financial results and maintains solid financial condition of the center. Budgets for purchases of these materials as necessary. Accounts for monies collected. Performs periodic inventory and submits activity reports and other reports as required. Prepares and distributes publicity for the Arts and Crafts Center. Maintains security of the facility. Monitors self-directed programs and functions within the facility for safety. Monitors safety and cleanliness standards. Selects employees for vacant positions, hears and resolves grievances and complaints, implements training plans, develops work schedules, manages the SETS timekeeping system, and applies EO principles and requirements to all personnel management and decisions. Appraises performance within established guidelines and timeframes. Serves as the Appropriated and Non Appropriated equipment custodian for the Arts and Crafts Center. Performs other related duties as assigned.

**QUALIFICATIONS**

Must have supervisory management experience in a similar type industry with incumbent demonstrated knowledge skill in applying and adapting cultural, educational and/or recreational activities in arts and crafts. Experience must have also included financial duties such as reviewing financials statements, budgeting and monitoring expenses for a like operation. Must have the ability to demonstrate methods and techniques and instruct classes in one or more skill area such as painting, pottery, stained glass, framing woodworking or engraving. Ability to communicate effectively, orally and in writing. Must be able to read, write and speak English fluently. Must have demonstrated skills in computer programs such as MS Word, Excel, PowerPoint or like spreadsheet, Word and presentation programs. Subject to satisfactory completion of a Local File Check and National Agency Check with Inquires (NACI) is required. Must possess a valid driver's license. Must be able to lift 40 pounds. Subject to satisfactory completion of a physical.

**PERFORMANCE STANDARDS**

Performs all duties in an accurate and timely manner. Performance will be measured on the basis of results achieved in terms of customer satisfaction, profitability and maintaining solid financial condition. Establishes a performance management system to ensure proper assignments, review and evaluation of employee performance. Ensures EEO concepts are applied and an appropriate work environment is maintained. Actively participates in recruitment and development of staff. Operates within the confines of the budget. Resolves problems promptly with minimal adverse impact on the operation. Recommends improvements in policies, procedures and practices meeting the needs of the organization. Maintains effective internal control to preclude or minimize the potential for fraud, waste and abuse. Ensures revenues and expenditures are properly recorded and accounted for to provide for reliable financial reports.

**TRAINING**

All formal and informal training as deemed necessary by the supervisor.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  Mary L. Wall Chief, Community Services Flight	DATE
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