

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-20-268

POSITION TITLE: Child Development Center (CDC) Director, NF-1701-04, Regular Full Time, 1 Vacancy

SALARY: \$52,000 - \$69,000 per annum + Cost of Living Allowance (COLA)

LOCATION: CDC, Morale Welfare Recreation (MWR) Department, Naval Base Guam

WHO MAY APPLY: Open to all

OPEN DATE: 27 July 2020

CLOSING DATE: 10 August 2020

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SUMMARY: The mission of Joint Region Marianas Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam, and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base, Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwrquam.com/>

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

Program Management. Applies professional knowledge of child development principles to supervise the CDC' developmental programming. Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served. Provides program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community.

Budgeting and Financial Management. Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment. Oversees the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds. Adheres to authorized methods of acquisition.

Personnel Management. Responsible for the supervision of employees and volunteers. Supervisory responsibilities may include supervision of the Assistant Director, Program Leaders, Program Assistants, Operations Clerk(s), Cook(s), Food Service Workers, and Custodian(s). If the CDC has one or more annex facility, the CDC Director will also supervise the CDC Program Supervisor. Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers. Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates. Establishes local performance standards for employees and volunteers using established standards and requirements and evaluates performance. Receives and ensures resolution of complaints related to personnel and takes disciplinary action as necessary. Works collaboratively with the Training and Curriculum (T&C) Specialist to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training. Ensures that the T&C Specialist provides training in early childhood methods and child development to ensure the effective implementation of established curriculum and developmental programming.

Program Operations. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs. Maintains an active program of parental involvement to include a pm, parent education opportunities, and activities that provide parents with opportunities to participate.

Compliance. Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, the Military Child Care Act (MCCA), and the National Association for the Education of Young Children (NAEYC). Takes action to obtain and retain DoD certification and NAEYC accreditation. Ensures the development and implementation of the established curriculum. Implements and supports policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Responsible for compliance with child abuse and neglect reporting requirements. Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

Additional Responsibilities. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: Occasional travel - When visiting other CYP sites.

SUPERVISORY STATUS: Yes

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](#). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

A 4-year degree in Early Childhood Education, Child Development Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study **AND** 3 years of full time experience working with children and/or youth; **OR**

A Master's degree in the related field of study **AND** minimum of 1 year professional experience working with children; **OR**

A combination of education and experience (e.g. courses equivalent to a major in a field (24 higher level semester hours) appropriate to the position (see above) plus appropriate experience or additional course work that that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above **AND** 3 years of full time experience working with children and/or youth.

Knowledge of the principles of child development and in designing and managing an exceptionally complex program that includes, but is not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management. Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect. Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child regulations and procedures as well as other regulations and instructions pertaining to military child care. Knowledge of financial management, budgeting, and purchasing as it pertains to a child development program. Skill working with military families and an understanding of military lifestyles is preferred. Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills. Ability to identify and respond to emergency situations, including evacuations, child illness, and physical and emotional disorders. Ability to supervise others, exercise sound business skills, and provide positive personnel management.

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003 this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

*****Please Note: Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.*****

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

EDUCATION: *SEE QUALIFICATIONS*

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, description of duties and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.
- Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion **MUST** provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.
- Military retirees, please submit your statement of service.
- Documentation submitted for other/previous vacancies is not considered as part of this submission.
- Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: <https://www.militarymwrquam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>; **AND**
- Submit sponsor's PCS orders to Guam. ***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: <https://www.militarymwrquam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>; **AND**
- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: https://www.opm.gov/forms/pdf_fill/sf15.pdf; **AND**
- Submit a legible copy of DD-1300; **AND**
- Submit any other supporting documentation (official statements, document of service, court decree, etc).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your

application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to M-GU-JRM-NAFHRO-N9@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications MUST be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 4-6 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-6 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks. Males must be registered for or exempt from Selective Service (<http://www.sss.gov/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.