



Fleet & Family Readiness
U.S. Naval Station - PSC 819 Box 14
FPO AE 09645-0014

Announcement Number: **MWR-010-10** **01/08/2010**
Closing Date: **Open Until Filled**
1st Cut Off: **01/22/2010**
Cut-offs every 7 days

KENNELS & VETERINARY MANAGER
KENNELS & VETERINARY

FLEXIBLE SCHEDULE (35 to 40 hours per week)
PAY BAND: NF-02 - REGULAR FULL TIME POSITION
SALARY RANGE: \$8.71 - \$17.97

AREA OF CONSIDERATION: Spouses of active duty U.S. military stationed in the Rota commuting area will receive employment preference. In the absence of a qualified military spouse, spouses of DOD civilian employees, active duty and military/civilian family members may be considered for employment.

NOTE: SELECTED APPLICANT WILL LOSE THE SPOUSE PREFERENCE ELIGIBILITY FOR ANY OTHER NAF OR GS POSITION. SELECTEE IS SUBJECT TO DIRECT DEPOSIT OF PAY. THE SELECTED APPLICANT WILL BE ELEGIBLE FOR FULL TIME BENEFITS AND POST ALLOWANCE. ADDITIONAL INFORMATION WILL BE PROVIDING UPON SELECTION.

This position is located within the Kennels Department (Recreation Division). Incumbent's immediate supervisor will be the Community Activities Director. The Kennels Manager Position encompasses the Kennels Department and Veterinary Department. Both facilities are used for animals care.

The duties of this position are:

- Operation of the Kennel Club (opening and closing the facility, renting kennels to patrons, maintaining rental logs, accepting fees and charges, providing retail customers service, feeding and watering boarded animals, spraying and cleaning animals living quarters, answering phone, making reservations, maintain information cards on animals, verifying shot and immunization records, providing information about pet shipment, referring callers to Spanish veterinarians, etc.)
- Control about accounting records (collecting fees, operating cash register, preparing Daily Activity Records, schedule reservations, and others reports as rerouted for internal cash management, inventory management, etc.)
- Educational information about animal health cares for clients (medications and products, special dietary requirements) and ensures that the staff is properly trained to recognize potential health problems whit boarded animals.
- Maintaining a clean appearance of the facility, local safety and sanitation policies as regulations and take actions to correct deficiencies.
- Others related duties as assigned for this position

QUALIFICATIONS: Must be familiar with caring for commonly boarded pets and have knowledge of kennel, grooming and animal training operations. Must be comfortable working whit animals and able to maintain control over them. Must be able to work weekends, holidays and outside in all types of weather. Must have experience about cash handling.

Applications on Form SF-171 or OF-612 and Family Member Status Form must be submitted to the Family & Fleet Readiness, Personnel office, on the hours of 0830 to 1730, Monday through Friday. For further information, call extension #727-2596 or #727-3263.

THE DEPARTMENT OF THE 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."