



MARINE DEPOT MAINTENANCE COMMAND

TITLE: Business Operations Manager, GS-1101-14

JOB OPEN: 26 APRIL 2024

JOB CLOSE: 9 MAY 2024

SALARY RANGE:	\$104,604 - \$135,987 (Does not include locality)
APPOINTMENT TYPE:	PERMANENT
WORK SCHEDULE:	FULL TIME
PCS EXPENSES AUTHORIZED:	YES
LOCATION(S):	ALBANY, GEORGIA

The selectee for this position will serve as a Business Operations Manager within the Marine Depot Maintenance Command Operations Division. The selectee will serve as the Director, Operations Division. The selectee is responsible for orchestrating the seamless functioning of the various branches, including Compliance, Command Support, Manpower, Business Development, and Program Management.

DUTIES: (this is not an all-inclusive list)

- *Strategic Planning:* Articulate and execute strategic plans for each branch, aligning with the organization's vision.
- *Operational Management:* Ensure operational efficiency and effectiveness across all branches.
- *Team Leadership:* Guide and develop branch managers, promoting a culture of excellence and teamwork.
- *Stakeholder Engagement:* Maintain robust relationships with stakeholders to advance divisional and organizational objectives.
- *Compliance and Ethics:* Uphold strict adherence to legal and regulatory standards across all operations.
- *Financial Oversight:* Manage the division's budget, aligning fiscal resources with strategic initiatives.
- *Risk Management:* Proactively identify and mitigate risks that could impact the division's objectives.
- *Human Resource Management:* Oversee talent acquisition, development, and retention strategies to build a skilled and motivated workforce.
- *Business Development:* Drive growth by identifying new business opportunities and fostering innovation.

QUALIFICATIONS: (this is not all-inclusive list)

- *Education:* A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- *Experience:* Candidates must have at least 1 year of specialized experience at or equivalent to work at the next lower level of the position. This experience must have provided the knowledge, skills, and abilities necessary to successfully perform the work of the position.
- Additional qualification information can be found from the following Office of Personnel Management web site: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>



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APPLICATION PROCESS: Submit your resume and any supporting documentation via e-mail to Kelly Varner at kelly.varner@usmc.mil. Please annotate the job Title (Business Operations Manager, GS-1101-14) in the Subject line. **Resumes must be received by 11:59pm on 9 MAY 2024.** Resumes **MUST** be submitted in Adobe PDF format or using MS Office 2007 or newer.

YOUR RESUME

- **Omit Personally Identifiable Information (PII) from your resume** (i.e. SSN, DOB, Age, Race, etc.)
- Your work experience **must** include:
 - Employee's name
 - Employer's address
 - Your job title
 - Start and end date
 - Your duties, skills, and accomplishments
- It is **recommended** that your work experience include:
 - Salary
 - Currently of your salary
 - Salary rate (is it bi-weekly, monthly, yearly, etc....)
 - Average hours per week you worked
 - Whether or not we can contact your supervisor

CONDITIONS OF EMPLOYMENT / ELIGIBILITY

- Must be a U.S. Citizen.
- Must be able to pass a background check and meet suitability requirements.
- Must be able to obtain and maintain an Interim and/or final security clearance prior to entrance on duty.
- Education: Must have High School diploma or equivalent.
- THIS IS A DIRECT HIRE ANNOUNCEMENT. Section 1125 of the National Defense Authorization Act for Fiscal Year 2017 authorizes the Secretary of Defense to recruit and appoint qualified candidates directly to positions in the competitive service at any domestic Defense Industrial Base Facility or Major Range and Test Facilities Base. Competitive rating and ranking of applicants is not required under the Direct Hire process.
- Military Retirees. Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Qualifications: Applicants will be rated in accordance with the OPM Qualification Standards. You must meet any minimum experience or training requirements per OPM qualifications standards and show thorough experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. (classification standards can be found at opm.gov)
- How You Will Be Evaluated: You will be evaluated for this job based on how well you meet the qualifications above and your experience performing duties same/similar to those annotated on the flyer. Your submitted resume will be used to determine your qualifications and experience.