

RANGE OFFICER

FLSA STATUS - Non-Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Parks, Recreation and Golf, oversees and performs work in the operation of the shooting range.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Is in charge of operations of the shooting range; oversees part-time/seasonal range attendants; organizes youth and adult shooting leagues; organizes tournaments; sets up targets; schedules use of range; assists patrons in operation of the range; designs courses for leagues and other agencies; assists organizations in range operations; registers patrons for league and open shooting; sells ammunition; maintains and checks out City-owned weapons; trains employees; prepares press releases; orders awards for tournament winners; retrieves lead from the range.

OTHER DUTIES: Attends staff meetings; assists at the recreation center control desk; assists with other recreational activities; performs related duties.

QUALIFICATIONS

Thorough knowledge of the techniques and practices of shooting range operations.

Knowledge of the hazards and necessary safety policies of shooting ranges.

Knowledge of care and handling of live ammunition.

Ability to organize and oversee league and tournament shooting.

Ability to effectively supervise use of the range and programs.

Ability to establish and maintain effective working relationships with other recreational personnel, officials, league participants, patrons and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform light physical work and to lift and carry up to 25 pounds;

Ability to stand, walk, run, sit, bend, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye coordination adequate to operate office equipment, a computer and range facilities;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, policies, observe operation of the range and targets and read figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school, supplemented by range officer training and one year of experience in operation of a shooting range.

SPECIAL REQUIREMENTS: Certification as a Range Training Officer; possession of a valid driver's license.