



**Employment Opportunity**

**Chief Range Officer – Hap Baker Firearms Facility**

\$20.04 hourly salary (Grade C10)

40-hour position (Tuesday- Saturday) with a full benefit package

**Apply By: Wednesday, November 27, 2019 @ 5:00 p.m.**

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**GENERAL RESPONSIBILITIES** Oversees day to day operation and supervision of the Hap Baker Firearms Facility. Organizes, conducts and supervises instruction and safe shooting activities and range operations for all shooters at all times. Ensures that the entire facility and all operations are maintained to the highest standards.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Manage operating budget for facility and oversee cost recovery efforts
3. Identify the need for capital projects and coordinate their appropriate timing and funding in accordance with applicable County procurement guidelines
4. Formulate goals, policies, programs, procedures, and work schedules
5. Administer daily record of bank deposits and track revenue and expenses
6. Ensure strict adherence to Standard Operating Procedure (SOP) for the range and equipment at all times
7. Recommend, implement and enforce policies and range rules pertaining to safe public/private use of the facility
8. Monitor all activity on the shooting lanes at all times
9. Assist with the maintenance of the buildings, grounds and equipment
10. Plan, coordinate and schedule facility activities and maintenance
11. Address errors and complaints
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution

**EDUCATION AND EXPERIENCE**

1. High school diploma or GED
2. Four years firearm, gun safety, and/or shooting range experience

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Criminal background check as a condition of employment
2. Valid driver's license
3. First Aid, CPR, and AED Certifications (or must obtain within 3 months)
4. NRA Range Safety Officer Certification (or must obtain within 6 months)
5. Firearm Instructor Certification preferred

A Carroll County Government job application is required for this position

**Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Carroll County is an equal opportunity employer**

**Posted: 11/06/19**  
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