



Vacancy Announcement

Position: Shooting Range Manager

Date Posted: June 10, 2019

Closing Date: June 28, 2019

About the Position and Department: The Shooting Range Manager is under the direct supervision of the Fallon County Commission. Works closely with the Shooting Range Board. This part-time position will work twenty (20) hours per week.

Position Overview: We are looking for an individual with a passion for shooting range events. This position is responsible for managing all aspects of the Fallon County Shooting Range including selling memberships and answering questions involving range activities. Ensures patrons adhere to safety procedures and regulations. Promotes and markets the facility, coordinates scheduling between various groups. Monitors shooters inside and outside; enforces range regulations to ensure the safety of shooters and the general public. Responsible for cleaning the facility and monitoring all air make-up systems.

Required Education and Experience: Employment with Fallon County requires a high school diploma or equivalent. Must have at least one (1) year experience with shooting range operations, firearm operations and safety as well as three (3) years of experience in customer service. Must hold or be able to obtain Range Safety Officer certification from the National Rifle Association within six (6) months of hire; Fallon County will fund this certification. Must hold or obtain valid CPR/First Aid card within six (6) months of hire; Fallon County will fund this requirement. Involvement as an action pistol shooter under authorization of USPSA (United States Practical Shooting Association) or willingness to become involved in the organization is required. Obtain the National Range Officer Institute (NROI) through the USPSA certification within one year of employment; Fallon County will fund this requirement.

Preferred Education and Experience: Not applicable.

Additional Eligibility Qualifications: Must possess or obtain a Montana driver license within thirty (30) days of employment.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

How to Apply: Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at www.falloncounty.net. Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Julie Straub 406-778-8164.

This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies and qualifications. For a complete job description, please contact Fallon County Human Resources. Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of State or Federal law.