

RSO ASSISTANT MANAGER

CODE: 6100

GRADE:

THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION

Job Title: RSO Assistant Manager  
Thomas County Recreation Department

**GENERAL STATEMENT OF JOB**

The Senior Range Officer is a customer service oriented leader who oversees all aspects of management and operation of the Thomas County Shooting Range on County Farm Road. Immediate responsibility includes coordinating design and construction of the shooting range with engineers, county staff and contractors. Once the shooting range is open, responsibilities will include planning, promoting, and executing all aspects related to successful operations of shooting range facilities.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Functions Include:**

- Ensure that all ranges are opened, closed, and staffed accordingly.
- Hire, train, schedule, and supervise all staff required.
- Establish and maintain Standard Operating Procedures (SOP) for all ranges.
- Maintain and supervise all lead management and OSHA compliance requirements for ranges.
- Develop, promote, schedule, and oversee all instructional programs and events.
- Supervise and maintain indoor range computer system providing scheduling of range reservations, as well as monitor range performance.
- Perform retail sales functions.
- Schedule and supervise all cleaning aspects of ranges.
- Generate computerized monthly range sales reports
- Attend all range related training programs as assigned
- Perform all range employee evaluations
- Maintain a professional appearance at all times.
- Reports directly to the County Manager.

**Qualifications:**

- Must pass a criminal background check
- Must have strong organizational skills and able to maintain strict adherence to all documentation required.
- Must have computer skills and be proficient in Microsoft Office products, Word, Excel, and PowerPoint.
- Must have High School Diploma or equivalent
- Excellent communication skills and a "team player" attitude.
- Preferred to have college associates or under-graduate degree.

**Primary Responsibilities**

- Manage the daily actions of Instructors and Range Safety Officers to ensure the range provides a safe, polite, and professional shooting experience
- Monitor range usage and work with management to ensure proper market saturation
- Work with management and maintenance staff to ensure the filtration, bullet trap, and target retrieval systems are properly maintained.
- Ensure safety on the range by observing all users and respectfully, but immediately ceasing any behavior that could be considered unsafe
- Oversee in opening & closing of range

## RSO ASSISTANT MANAGER

- Ability to operate retail equipment -- cash registers, inventory scanners, telephones, pager system, and range equipment
- Thorough knowledge of the facilities security policy and procedures
- Ability to operate, demonstrate and explain activities offered
- Understand and be proficient in restricted and non-restricted sales, refunds/returns, gift cards, Member and Non-Members use of the facilities
- Stay current on product knowledge, general firearms laws and safety procedures
- Understand and be proficient in firearms sales and forms as required by Federal and State and Local laws
- Knowledge of gun rentals, range equipment and, basic gun functions and maintenance
- Dress appropriately for position adhering to facility dress code
- Other related duties as may be assigned from time to time

### **Essential Knowledge, Skills, & Education**

- Basic reading, writing, and arithmetic skills required.
- Law enforcement, military, security officer, or shooting range experience is preferred
- Range safety officer certification from an accredited organization (e.g. NRA)
- Self-motivated & exceptional organizational skills.
- Great customer service, communication, and organizational skills.
- Must be alert, decisive, tactful, and proficient with conflict resolution
- Ability and willingness to work cooperatively with others.
- Complete an annual shooting qualification.
- Ability to legally obtain a Georgia Firearms Permit within the 6 month work test

### **Physical Job Requirements**

- Stand and/or sit continuously and perform job functions for a full shift with meal break.
- Physically able to stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, carry and move items up to 50 pounds with or without reasonable accommodation
- Visual acuity corrected to perform job functions.
- Ability to distinguish color to perform job functions.
- Ability to hear and respond appropriately to facility commands.