



POSITION DESCRIPTION

Position Title: CMP 1911 Manager
Position Location: CMP South, 1470 Sentinel Drive, Anniston, AL
FLSA: Exempt
Reports To: Chief Product Officer (CPO)

Position Summary:

The CMP 1911 Manager of the Civilian Marksmanship Program (CMP) is responsible for leading and managing all aspects of the CMP's M1911A1 operation. This includes supervising a team directly to accomplish the work of inventory control, repair and reconditioning of firearms, sales, order fulfillment and shipping. Work within the operation also consists of receiving product from the Department of Army, security, inspection and repair of unserviceable pistols and parts, ensuring serial numbers are accurately recorded per Alcohol, Tobacco, Firearms and Explosives (ATF) Regulations. The 1911 Manager ensures U.S. Army Regulations and procedures are followed in the oversight of these firearms.

Position Responsibilities:

The responsibilities of the position include:

Management

- Directly manages a team of approximately 10 staff.
- Works with the CPO to establish goals, priorities, and processes for the department.
- Participates with the supervisors (Sales, Armory) in the planning of current and future work schedules, budget planning, and staffing needs.
- Serves as a subject matter expert and liaison between CMP, ATF, and the Army.
- Determines training needs of subordinates and accomplishes the same.
- Evaluates subordinate performance and makes pay recommendations.
- Continually evaluates space utilization plans within the building for offices, armorers' workstations, shipping, and vault areas.
- Listed as a "Responsible Person" on the 1911 operation's Federal Firearms License.

Sales/Fulfillment

- Serves as a technical expert on 1911s.
- Creates positive interactions with 1911 customers that reflect well on the CMP's brand and mission, and model behavior for the entire sales and customer support team.

- Addresses timely and professionally customer concerns on all matters pertaining to the 1911 operation and products.
- Possesses sufficient historical knowledge to offer guidance on the appropriate identification and segregation of historically significant items for redirection to alternative sales channels
- Assists in the establishment and attainment of sales targets for the department.

Inventory

- Responsible for the secure and account for Army assets.
- Plans, oversees and coordinates inventory observations to ensure efficiency and completeness. Communicates with relevant individuals within the CMP any discrepancies in inventory observations.
- Provides feedback to the CMP Security Officer on best practices for ensuring that the facilities and equipment provide for secure oversight of all assets (i.e., firearms). Further, ensures that security meets or exceeds U.S. Army & ATF standards.

Repair/Reconditioning (Armory)

- Maintains quality control over repair operations.
- Creates a productive work environment complete with the tools to ensure an efficient armory operation.
- Assesses received inventory that is unrepairable and requires scrapping. Ensures that Army and ATF guidelines for the de-milling, disposal and reporting of scrapped firearm receivers is followed.

Education Requirements:

A Bachelor's degree in business or related from a four-year accredited college or university is desired. If a bachelor's degree is not attained, a high school diploma or equivalent and a minimum of five years combination of supervisory experience, working knowledge of firearms, retail sales/customer service, and warehousing is required.

Position Qualifications:

- A general understanding of mechanical systems and trade practices is required.
- Skill in the proper use of gauges to check for proper assembly and operating tolerances, wear, and overall function of the firearms.
- Ability to use hand tools such as screwdrivers, punches, hammers, and files.
- Ability to communicate orally with customers, in person, via email and on the telephone.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to evaluate variables such as the availability of manpower and materials and cost/benefit considerations
- Demonstrated leadership abilities, including experience managing and developing a high-performing team.

- Knowledge of and experience with managing budgets and creating sales forecasts.
- Commitment to the mission and values of the organization.