



# OUTREACH NOTICE OUTREACH NOTICE



## USDA FOREST SERVICE INTERMOUNTAIN REGION, R4 SAWTOOTH NATIONAL FOREST

Secretary (Executive Assistant to the Forest Supervisor)  
GS - 0318-6/7/8

REPLY BY March 24, 2014  
DUTY STATION: Twin Falls, Idaho

The Sawtooth National Forest is seeking qualified, interested individuals for a position as Executive Assistant to the Forest Supervisor, GS-0318-6/7/8. The position is in the Supervisor's Office, Twin Falls, Idaho. We intend to advertise this position through USA Jobs in the near future.

### **THE JOB:**

This position serves as the Executive Assistant for the Forest Supervisor and for the Forest Leadership Team. Some of the key duties are listed below.

- Manages daily office operations and provides assistance to all forest employees for coordination purposes. Maintains the Forest Supervisor's calendar and independently schedules appointments, training sessions, and conferences. Coordinates with key staff members to ensure they are present at meetings. Prepares pre-work and develops agendas for leadership team meetings, researches background information for a wide variety of subject areas. Attends Forest Leadership Team meetings, prepares minutes, and follows up on action items with appropriate staff members.
- Independently carries out administrative and clerical support functions, coordinating with the four Ranger Districts and the Supervisor's Office. Assists with clerical duties associated with personnel actions, such as creating forms and following up with contacts, letters, etc. Serves as liaison between the Supervisor's Office and Ranger Districts, answering questions concerning procedures related to procuring supplies and office services.
- Gathers staff input and responses to information requests, and consolidates for Forest Supervisor response.
- Screens all telephone calls and visitor requests for the Forest Supervisor, answering many procedural questions with personal knowledge of program activities. Coordinates with other supervisors to determine the appropriate staff members for handling technical inquiries.
- Makes travel arrangements and processes travel vouchers for Forest Supervisor and staff.

- Reviews incoming mail and correspondence for the Forest Supervisor. Personally composes reports from oral instructions, information obtained from files, and data obtained from staff members. Independently determines the appropriate person to direct technical inquiries to, using personal knowledge of Forest Service programs and organization.
- Maintains the Forest's action tracking system for Reply Dues, and follows up with supervisors to ensure that assignments have been completed.
- Maintains the primary staffs' personnel files.
- Reviews non-technical materials prepared by others for grammar, punctuation, spelling, and clarity of expression. Checks with the originator to ensure that the intended content has been retained through the editing process. Inputs materials into the agency's correspondence database and ensures correspondence is mailed in a timely manner.
- Carries out special projects such as assembling reports into a finished, comprehensive document. Develops background information and prepares outlines for the Forest Supervisor's papers, correspondence, and reports. Uses automated tools to prepare graphics and overheads for presentations.
- Tracks and reports on Forest-wide completion of mandatory trainings.
- Maintains the Forest organization charts.
- Serves as the Forest Freedom Of Information Act (FOIA) Coordinator, independently coordinating data and preparing responses to FOIAs.

### **THE ORGANIZATION: Sawtooth National Forest**

The 2.1 million acre Sawtooth National Forest is divided into four management units – the Minidoka, Ketchum and Fairfield Ranger Districts and the Sawtooth National Recreation Area. Elevations range from 4,513 to 12,009 feet above sea level offering a great variety of landforms and vegetation. The Forest extends from northern Utah to Salmon River country in Idaho. More than 2 million visitor days of recreation occur annually on the Forest with four downhill ski areas, including the world-premiere Bald Mountain Ski Area at Sun Valley. The Forest administers the 217,088-acre Sawtooth Wilderness in addition to three other areas, totaling more than 270,700 acres, recommended for wilderness classification. The Forest has large range program and provides habitat to 10 listed T & E Species, 17 Sensitive Wildlife & Fish Species and 36 Sensitive Plant Species. Approximately 5 million board feet of timber are offered annually. There are approximately 120 permanent/full-time employees on the Forest in addition to 100 seasonal employees.

### **Duty Station: Twin Falls, Idaho**

The City of Twin Falls is located in south central Idaho. Twin Falls is a two-hour drive from Boise (the state capitol) to the west, an hour and a half from Pocatello to the east, and a 3 ½ hour drive south to Salt Lake City, Utah. Twin Falls is located at a high-desert elevation of 3,745 feet above sea level and sits on the south rim of the 500-foot deep Snake River Canyon. The population of Twin Falls is approximately 40,000. There are several smaller towns within easy commuting distance of Twin Falls, including Kimberly, Filer, and Jerome.

### **Climate**

Residents of this City enjoy a very distinct four-season climate. Daytime highs in July are about 91 degrees with overnight lows of 54. January temperatures typically range from about 37 in the

daytime to 19 overnight. Annual precipitation averages 17 inches of snow and 9 inches of rain. Residents enjoy sunny skies nearly 300 days annually, and the air is dry and clear.

### **Churches and Civic Groups**

There are nearly 70 local religious congregations representing 34 denominations. All major national service organizations, such as Kiwanis, Lions, Rotary, Optimists as well as professional societies and youth groups are found here.

### **Schools**

There are seven Elementary schools, two Junior highs, two Senior highs, one Alternative Junior and High School, and six private and parochial schools. Twin Falls also offers an outstanding Junior College, the College of Southern Idaho. A new fine arts center at the college brings internationally recognized Arts on Tour events to the community throughout the year. In addition, classes and limited degrees are available from Idaho State University, Boise State University, University of Idaho and Northwest Nazarene College.

### **Health Services**

St Luke's Magic Valley Regional Medical Center and numerous clinics offer a variety of general and specialty medical services.

### **Getting Here**

Twin Falls is located just south of the intersection of Interstate 84 and U.S. Highway 93. Magic Valley Regional Airport serves Twin Falls and surrounding communities. Skywest Airlines, a Delta connector, offers direct flights each day to Salt Lake International Airport. Twin Falls also has Greyhound bus service.

### **Amenities**

Twin Falls offers a number of well-developed and maintained city parks and a number of organized events, hiking trails, water skiing, boating and the 212-foot Shoshone Falls. Outstanding outdoor recreation opportunities are just a short drive from Twin Falls. These include the Craters of the Moon National Monument, City of Rocks National Reserve, the Sawtooth National Forest and a number of state parks.

### **Other information about the area is available at:**

[www.twinfallschamber.com](http://www.twinfallschamber.com)

[www.magicvalley.com](http://www.magicvalley.com).

### **Outreach Response**

Interested applicants, or those desiring more information, are encouraged to contact Julie Thomas, Public Affairs Officer, at 208-737-3200.

**Parties who are interested in this position are encouraged to fill out the attached form and email it to Julie Thomas at [jathomas@fs.fed.us](mailto:jathomas@fs.fed.us) by March 24, 2014.**

**We intend to advertise this position through USA Jobs in the near future.**