

OUTREACH NOTICE OUTREACH NOTICE



USDA FOREST SERVICE INTERMOUNTAIN REGION, R4

Support Services Specialist, GS-0342-06/07

Fishlake National Forest
Beaver Ranger District
575 South Main Street
P.O. Box E
Beaver, UT 84713
Phone (435) 438-2436 FAX (435) 438-1242

and

Manti -La Sal National Forest
Sanpete Ranger District
540 North Main Street
Ephraim, UT 84627
Phone (435) 283-4151 FAX (435) 283-5616

Please respond by August 31, 2014

Position Overview

The Beaver Ranger District of the Fishlake National Forest (Beaver, Utah) and the Sanpete Ranger District of the Manti-La Sal National Forest (Ephraim, Utah) concurrently outreaching for a permanent, full time, GS-0342-06/07 Support Services Specialist position. One position will be filled at the Beaver Ranger District and one position will be filled at the Sanpete Ranger District. This position has responsibility for providing management and support of the District's administrative functions including purchasing (includes use of purchase card, checks, and IAS), property, personnel, time and attendance, utilizing office automation software to create documents and reports, responding to information requests, and general office support. The position supervises one Customer Service Representative.

Major Duties:

The Support Services Specialist (SSS) is responsible for the following:

- Leads, supervises, and manages the support organization program and people.
- Independently ensures regulations/ procedures are applied to all aspects of support services.
- Provides guidance to District staff and advice on policies and processes with HR, Procurement, Budget and Office operations.
- Utilizes and advises employees with electronic programs such as Paycheck8, travel program, collections, and those related to purchasing and procurement.

We are looking for an individual who has:

- Comprehensive knowledge of various phases of support service functions covering budget and work planning, human resources management, procurement, property management, and supply.
- Detailed knowledge of District and Forest budget procedures and requirements to compile and organize the annual budget requests.
- Knowledge of Forest Service organizational structure, functions, and operations to answer visitor inquiries.
- Working knowledge of various personnel functions, benefits, pay and leave regulations able to advise employees about processes.
- Knowledge of purchasing and supply sources to independently procure supplies, equipment, and services through open market arrangements, purchase orders, requisitions, and excess property lists.
- Basic knowledge of Forest Service manuals regarding property records to keep unit property and inventory records.
- Knowledge of office automation and technology including various software and database applications, to provide organizational tracking and reporting.
- As a supervisor assigns work in terms of objectives, priorities, and deadlines.
- Carries out most assignments independently.
- Uses judgment in selecting and interpreting guidelines and regulations.
- Ensures that the regulations and procedures pertaining to human resources, procurement, resource clerical work, and other activities are applied.

The Beaver Ranger District, Fishlake National Forest

The Beaver Ranger District has 14 permanent employees and employs up to 25 seasonal employees during the summer months.

The near 300,000 acre District hosts a diverse program of work including a large range program, a 2 MMBF (zoned with the Fillmore R.D.) timber program, 2,500-4,200 acres of fuels treatment using mechanical treatments and prescribed fire, 11 developed recreation sites, 2 historical interpretive sites, 600+ miles of trails, complex special uses, a wildlife program that includes habitat improvement and monitoring projects relating to big game as well as small mammals and birds. Hard rock mining on a small scale continues on many mineral claims across the District.

The District has a great number of summer visitors from the Las Vegas and Southern California area that come to escape the desert heat and recreate on the District. OHV use is very popular, and part of the Paiute ATV trail crosses the District. Additional information about the forest and the district:

www.fs.fed.us/r4/fishlake/about/index.shtml

The Community

Beaver is the birthplace of Butch Cassidy, the western outlaw, and Philo T. Farnsworth, the inventor of the television. Beaver, Utah is located equidistant (about 230 miles) from Salt Lake City and Las Vegas, Nevada on I-15. We provide lofty vistas from an elevation of nearly 6,000 feet above sea level in town, rising to its highest peak, Delano Peak, at 12,173 feet. Our Tushar Mountain Range is the third highest in the state of Utah, yet nearly all of the vistas are available to visitors.

By most standards, our town, Beaver, is small, with 2,600 full-time residents (6,000 in Beaver County). The full-service community includes several restaurants and motels, a local hospital, sheriff's office, golf course, ball fields, parks, an indoor pool, grocery store, and auto care stations. Surrounding our town, are miles (and miles) of Bureau of Land Management, National Forest Service, National Parks, and state run lands – all for your enjoyment!

Climate and Weather

With an arid climate, eleven inches of rain per year, but 300 inches of snow on the mountain, one would ask about water. Beaver has won an award for the best Water Quality and Taste Test in the U.S. and the World. The growing season with irrigation is relatively short, but intense.

Housing and Cost of Living

Real estate is still relatively affordable, but you may want to move quickly as metropolitan Las Vegas and Salt Lake City are finding Beaver with regularity. Although Beaver has ownership in hydro-electric power generation dams, some are finding interest in Beaver's cutting-edge position with wind farms and geothermal energy development. Leases are already in position on Forest Service and BLM lands.

Employment for other family members is varied. Many people find themselves doing work outside of their familiarity, but they never experience boredom as part of their lives. With the cost of living modest, incomes from various lines of work seem to support people nicely.

We still enjoy reasonable rental fees and home ownership costs with some homes as low as \$150,000.

Shopping and Business

Shopping facilities includes a variety of businesses and merchants to meet most needs, including a grocery store, a lumber and hardware store, ATV store, tire and auto repair shops, convenience stores, a variety of restaurants/cafes, motels, gas stations, banks, and other small shops and services. Beaver is well known for its cheese curds which can be purchased at the Dairy Farmers of America Cheese Factory. A Super Wal-Mart, Home Depot, Sears, and other chain stores are located about 45 minutes away in Cedar City and an hour away in Richfield.

Education

Schools include an elementary school and a high school. Southern Utah University is about 45 minutes away in Cedar City and the southern campus of Snow College is in Richfield, an hour away, and both offer a variety of classes.

Health Care

Community care is provided by a variety of specialists and doctors can be found nearby and serve the community. Beaver has one hospital.

Churches

A variety of churches serve the local area including the Jehovah Witnesses, the Church of Jesus Christ of Latter-Day Saints, the Catholic church, a nondenominational church, and the First Baptist church.

Civic and Service Organizations

Civic and service organizations include the American Legion, Lion's Club, Masonic Lodge, 4-H, Beaver Professional Women's Betterment Club, ATV Club, Chamber of Commerce, Utah State Extension Services, Search and Rescue and a Volunteer Fire Department.

Social and Cultural Events

Beaver hosts local events throughout the year, including Pioneer Days (a large July 24th Celebration), Butch Cassidy Days, the American Cancer Society's Relay for Life, and the Friends of Bill W., horse races, and a Cal Ripkin Baseball Tournament.

Recreation

Diverse recreational opportunities greet old and young, fit and not-so-fit. Although 60% of the Beaver Ranger District is roadless, its road access reaches indescribable natural beauty. For those mobile of foot, Beaver Ranger District offers hunting (trophy goat and elk, with bountiful deer and turkey – not to mention mountain lion, bear, rabbits, bobcats, grouse, chukars, coyote, and red fox), horseback riding, fishing (including rainbow, bonnevillie, brook, tiger, brown and cutthroat trout, and oh, yes, nowhere else in southern Utah can you test your angling skills with grayling), camping, ATV access (visit especially the Paiute ATV Trail), panning for minerals, wildlife viewing galore, flowers beyond imagination, and views that would make a real estate agent cry (because it's not for sale). Lakes, ponds, reservoirs and streams? Yes, we have those too, and rather large beaver ponds. In fact Beaver is named for the rather abundant aquatic mammal found in many locations around the District.

Bird watching lures avid birders from afar, especially those who admire birds of prey. If you are particularly attentive, you may see Peregrine Falcons, Bald and Golden Eagles, as well as various forest hawks like the Northern Goshawk. For color, look to find bluebirds, various jays, and tanagers (and everything in between).

As you explore the region, you will find interpretive sites, explaining the history, both natural and man-created, of our area. There are natural research areas with plant and vegetative communities. If it's vistas that beckon you, don't miss the Skyline National Trail, the American Discovery Trail, or the scenic rivers and falls like Fish Creek and Bullion Falls.

If you came a bit unprepared for the great outdoors, Beaver has a number of reputable outfitters for fishing, rafting, and hunting. Although summer is the high season, winter's a wonderland, too. Snowshoeing, backcountry skiing, and snowmobiling provide unique pristine experiences in the remote areas of the District in winter. Additional information on the Fishlake National Forest can be found at www.fs.fed.us/r4/fishlake/. In addition, Beaver is in close proximity to many National Parks. A ski resort, Eagle Point, is located approximately 18 miles from Beaver (www.skieaglepoint.com).

Additional Information

For more information about the area, visit: www.beaverutah.net. Statistics about the community and surrounding area can be found on the webpage: www.city-data.com/city/Beaver-Utah.html

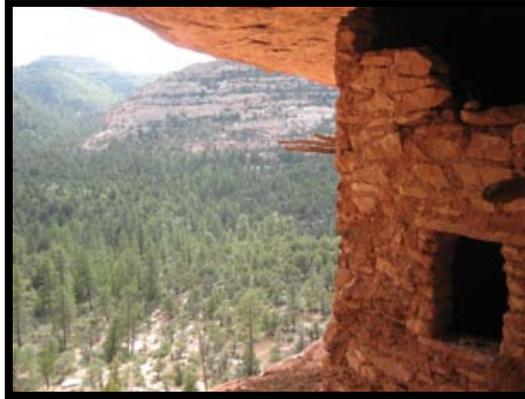
For additional information about the position located on the Beaver Ranger District or to express interest, please submit the attached outreach response form or contact **Russ Ivie, Acting Beaver District Ranger, at (435) 896-1031 or rsivie@fs.fed.us**.

The Sanpete Ranger District, Manti-La Sal National Forest

Whatever your location on the [Manti-La Sal National Forest](#), you are at a starting point for adventure. Within a few minutes drive you can be in the forest or traveling picturesque sandstone deserts.



Lake on the Manti La Sal NF



Dark Canyon Wilderness

The Manti-La Sal National Forest's 1.4 million acres are scattered through some of the most wide-open spaces in Utah and parts of Colorado (about 17,000 square miles). It features high forested areas, with glacial bowls and alpine peaks, and lower desert elevations strewn with remnants of ancient cultures. The Forest includes the [Dark Canyon Wilderness Area](#) and is bordered by [Arches National Park](#), [Canyonlands National Park](#), and the [San Rafael Swell](#). It is not far from the Glen Canyon National Recreation Area, and [Lake Powell](#).

Rock climbers come from throughout the world to test their skills on the conglomerate rock walls of [Maple Canyon](#) in the Sanpitch Mountains of central Utah. [Snowkiters](#) have discovered the unique pairing of wind currents and large snowbowls on the Wasatch Plateau. Not far away, [Joes Valley](#) is loved by bouldering enthusiasts and kayakers. To the southeast, cyclists take to the trails of the beautiful [La Sal Mountains](#), which provide an island of cool green towering above the red rock deserts of Moab. American Indians revere many sacred sites in the [Abajo Mountains](#) found in the far reaches of southeastern Utah.



Rock Climbing in Maple Canyon



Skyline Snowkiting

This area of Utah is rich in ancient artifacts. The area is littered with pieces of pottery, stone, fiber and bone that tell the story of people who lived a thousand years ago. Rock cliffs hide granaries and ancient dwellings. Rock faces are often galleries for pictographs and petroglyphs. Archeological surveys indicate there are more prehistoric artifacts on the Manti-La Sal National Forest than any other national forest.



Granary near Blanding, Utah



Puebloan Pots

The Forest is also renowned for coal production. Most of the coal mined in Utah comes from the Wasatch Plateau coal field, where the Forest is located. This amounted to 14,241,000 tons in 2007. The coal is primarily used to produce electricity in three local power plants which generate 2,621 megawatts of power.

Traditionally the Forest has provided forage for cattle and sheep grazing. Utah ranks seventh in the nation for sheep production and the Forest contributes significantly to the necessary forage. In addition, about 20,000 cattle graze on Forest lands.

The Manti-La Sal is the principal water source for surrounding communities. Because of the desert climate, the Forest watershed is vital to life and livelihoods in central and southeastern Utah. Riparian areas and wetlands are precious ecosystems in an otherwise arid landscape.

A large diversity of wildlife species are found on the Forest. Rocky Mountain elk and mule deer are found on all districts, and the Forest is known for quality big game hunting opportunities. The high peaks of the Abajo and La Sal Mountains and Wasatch Plateau contain habitat for species such as the American pika. The Forest contains important habitat for species such as the greater sage grouse, northern goshawk, flammulated owl, golden eagle, Abert's squirrel and black bear. The Mexican spotted owl, a federally listed species, can be found in several of the narrow canyons on the Monticello Ranger District.

Many of the streams, lakes and reservoirs contain fishable populations of various trout species.

[Ephraim, Utah](#)

The Sanpete District Office is in Ephraim, Utah, a beautiful pastoral community located in central Utah, at the foot of the Wasatch Plateau. Historic stone homes and buildings give it a rich sense of pioneer heritage with a strong Scandinavian influence. Agriculture is the basis of the economy and families are the basis of the culture. Ephraim has a population of 4,962. There is an elementary, middle school, and the high school is 12 miles south in Manti. Snow College is a focal point for the city. The average housing price is

\$120,000. A variety of medical services are available. To learn more, see www.sanpetecounty.org, <http://www.ssanpete.k12.ut.us/>, <http://www.ephraimcity.org/>, www.snow.edu

For additional information about the position located on the Sanpete Ranger District or to express interest, please submit the attached outreach response form or contact **Kevin Draper, Sanpete District Ranger**, at (435) 636-3302 or kdraper@fs.fed.us.

Thanks for your interest!

Outreach Notice Form
Fishlake National Forest
Beaver Ranger District
Support Services Specialist

GS-0342-06/07

Please reply by August 31, 2014 here to rsivie@fs.fed.us

Yes, I'm interested in the Support Services Specialist position and would like to receive a copy of the Vacancy Announcement.

Name: _____ Date: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

Please list your exact work address:

Your Current title/series/grade: _____

Thank you for your interest!

Outreach Notice Form
Manti-La Sal National Forest
Sanpete Ranger District
Support Services Specialist

GS-0342-06/07

Please reply by August 31, 2014 here to kdraper@fs.fed.us

Yes, I'm interested in the Support Services Specialist position and would like to receive a copy of the Vacancy Announcement.

Name: _____ Date: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

Please list your exact work address:

Your Current title/series/grade: _____

Thank you for your interest!