



OUTREACH NOTICE OUTREACH NOTICE



USDA FOREST SERVICE
INTERMOUNTAIN REGION, R4
HUMBOLDT-TOIYABE NATIONAL FOREST

Supervisor's Office

Public Affairs Specialist

GS-1035-09/11

Permanent Full-Time

The Humboldt-Toiyabe NF Supervisors Office is outreaching for a permanent full-time, GS-1035-09 Public Affairs Specialist position. The position is located in Sparks, Nevada. This position serves as the assistant to the Public Affairs Officer (PAO).

The incumbent is to provide assistance on daily tasks relating to planning, writing and oral communication. Assignments involve producing materials that effectively communicate programs, policies, and results of projects to a variety of target audiences served or affected by the organization. Duties include defining the target groups, analyzing the kinds of information required, and recommending the most appropriate format and means of dissemination.

The incumbent will promote and maintain effective working relationships with representatives of government, members of Congress, civic organizations and other agencies, and with representatives of the media and special interest groups, in coordination with the PAO.

This position is the forest web manager. The incumbent develops and maintains the forest web pages for the WWW and provide assistance to the internal Sharepoint site. The incumbent will manage the forest's social media accounts, as the co-lead with the PAO.

The incumbent will need knowledge and skills for producing and developing short video clips to share on the USDA YouTube channel for internal and external audiences to promote the agency and forest. They will also need to be proficient in photography.

About the Forest

At over 6.3 million acres, the Humboldt-Toiyabe National Forest is the largest National Forest in the contiguous United States. The Forest spans the state of Nevada, and includes one million acres of land in eastern California, along the eastern Sierra Front. The Forest consists of four distinct geographic areas: the Sierra Nevada, Central Nevada, Northeastern Nevada, and the Spring Mountains (Las Vegas). There are 10 districts and

Humboldt-Toiyabe National Forest

currently three other hydrologists on the Forest who are stationed in Elko, Ely and Carson City Nevada.

About the Community (Duty Station)

The Forest Supervisors Office for the Humboldt Toiyabe NF is located in Sparks, NV. The City of Sparks is located just east of Reno, NV, at the base of the Sierra Nevada mountain range. The combined metropolitan area of Sparks and Reno is sometimes referred to as the Truckee Meadows area and has a combined population of approximately 418,000 persons.

The Reno/Sparks area is in a high desert climate at an elevation of nearly 4,500 feet with four distinct seasons. The average temperatures for January range from a high of 48 degrees to a low of 23 degrees, the average for July ranges from a high of 91 degrees to a low of 53 degrees.

The [Reno/Tahoe International Airport](#), five minutes away, serves Reno/Sparks area. The world renowned Lake Tahoe is less than an hour's drive. Lake Tahoe boasts the largest concentration of ski facilities in the world all within a 50-mile radius.

The Sparks/Reno area is known as the premiere special events venue for northern Nevada, a place where there is always something happening such as the [Hometowne Farmer's Market](#), [Hot August Nights](#), [Best in the West Nugget Rib Cook-off](#), and [The Great BBQ, Brews and Blues Festival](#), and [Arts in Bloom Festival](#).

Housing

Houses for sale in the Reno/Sparks area range from an average of \$130,000 to \$280,000. Rental properties range from \$800 to \$1500 per month.

Educational Facilities

The University of Nevada, Reno (UNR), Small Business Development Center, and Truckee Meadows Community College (TMCC) provide a wide variety of assistance to the business community and opportunities for collaboration. All major fields of study and many advanced degree programs are provided at UNR, a fully accredited state university. And TMCC offers numerous training programs and associate degrees.

For additional Forest information, check out the Humboldt-Toiyabe NF website...<http://www.fs.usda.gov/htnf>

Outreach Response

Parties who are potentially interest in this position are encouraged to fill out the brief form attached below and submit it along with a resume via email to tholloway@fs.fed.us by Monday, December 8, 2014.

If you have questions about this position please contact Tiffany Holloway, Acting Forest Public Affairs Officer, at 775-355-5311 or email tholloway@fs.fed.us.

OUTREACH RESPONSE FORM

**Public Affairs Specialist GS-1035-09/11 (permanent full-time)
Humboldt-Toiyabe National Forest Supervisor's Office, Sparks, NV
Email to tholloway@fs.fed.us by **December 8, 2014****



NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: {USFS {BLM {OTHER

TYPE OF APPOINTMENT: {PERMANENT {TEMPORARY {TERM

{VRA {PWD {OTHER

CURRENT: {REGION {FOREST

{DISTRICT

CURRENT: {SERIES {GRADE

CURRENT: {POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES?

PERSON WITH DISABILITIES

VETERANS READJUSTMENT

DISABLED VETERANS W/30% COMPENSABLE DISABILITY

VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998

FORMER PEACE CORPS VOLUNTEER

STUDENT CAREER EXPERIENCE PROGRAM

Thank you for your interest in our Vacancy!