OUTREACH NOTICE

Mark Twain National Forest
Rolla, MO
"Caring for the Land and Serving People"

Support Services Specialist
GS-0342-06/07

Mark Twain National Forest (USDA – Forest Service) is planning to fill one (1) permanent Support Services Specialist, GS-0342-06/07 position within our Planning and Operations Staff Area. This position will be located in Rolla, MO at the Mark Twain National Forest Supervisor's Office

This position will perform a variety of support services including but not limited to procurement of administrative supplies and services, records and correspondence management, mail service, and reception area management.

Vacancy Announcement

This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine the interest in this position. Vacancy announcement for this position has not yet been posted on USA Jobs. Applicants are encouraged to check USA Jobs website for information.

FOREST SERVICE EMPLOYEES ON THE WORKFORCE REDUCTION AND PLACEMENT LIST WILL RECEIVE PRIORITY CONSIDERATION; AND CTAP/ICTAP CANDIDATES WILL RECEIVE THE APPROPRIATE CONSIDERATION.

Interested candidates are encouraged to obtain/create a USA Jobs profile and prepare their resume in that format. The vacancy will be advertised at http:// the USJOB site at http://www.usajobs.gov..

Because of the new hiring process with eRecruit, we will be contacting those responding to the outreach listed regarding the application process and vacancy announcement details. We expect the vacancy announcement to be posted by March 15, 2015.

Office of Personnel Management Qualifications: Complete qualification requirements for this position can be found in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions, which is available from any Federal Government Personnel Office and OPM on their web site web site (www.opm.gov/qualifications/index.htm).

Time-in-Grade Requirement: If you are a current or former federal employee and applying for a promotion opportunity, you must have 52 weeks of Federal service at the next lower grade in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing of this announcement.

If you are interested in knowing more about this position contact Richard Hall at 573-341-7404, or e-mail rrhall@fs.fed.us. If you are interested in this position, please complete the enclosed Outreach Notice form and return to the address listed on the form.

ABOUT THE FOREST:

Mark Twain National Forest is made up of six ranger districts, mainly located in the southern third of the state. The Forest Supervisor's Office is located in Rolla, Missouri. The Forest contains approximately 1.5 million acres, comprised mainly of upland hardwoods and some associated shortleaf pine. A full range of vegetation and recreation management activities on the forest include timber harvest and regeneration activities, TSI, prescribed fire, developed and dispersed recreation, and mining.

ABOUT THE COMMUNITY:

Rolla's population is approximately 16,367, and its elevation is 1,140 feet above sea level. Rolla is located in central Missouri off Interstate 44, Mo. Hwy. 63 and 72. The average annual temperature is 55.7 degrees, average rainfall 37.45 inches and snowfall of 11.7 inches. It is situated within 1 ½ - 2 hr. drive of three major cities (St. Louis to the east, Springfield to the west and Jefferson City/Columbia to the north).

Government: Rolla is a Third Class City under Missouri Statues with a Mayor-City Council form of government with a full-time City Administrator. Electricity within the city limits is supplied by the Rolla Municipal Utilities. City fire and police departments are equipped with the most modern equipment available and is staffed with full-time personnel. visit the Rolla Website at (http://rollacity.org/).

Economic Background: The Rolla area has a diversified economic base comprised of industry, governmental agencies, educational facilities, medical services and some agricultural activity. In addition, Rolla is considered to be a regional trade center serving a population of over 190,000 people. There are over 1000 businesses in the Rolla area, including the Missouri University of Science and Technology (MS&T)(formerly University of Missouri-Rolla) and the Rolla Technical Institute.

Housing: The median value of existing homes in the Rolla area is approximately $75,400, with the majority of new home construction costs ranging from $100,000 to $200,000, with a mediam monthly house payment of $507.00 (not always including insurance and taxes). The mediam monthly rental for a two bedroom apartment is $425. There are several realtors available specializing in housing of various price ranges within specific areas. Apartments, duplexes, and fourplexes are available with prices depending on facilities and location. Rooms are available for rent in local hotels and motels.

Government Quarters: None available

Fuels: Coal, electricity, natural gas, propane fuel oil and wood.

Taxation: Personal income tax ranges is $5.01 per $100 assessed valuation. County sales tax is .005%, City sales tax is .02% and State sales tax is .04225%. Prescription drugs are exempt from sales tax.

Transportation: Bus service is provided by Greyhound and USA Tours. Locally owned cab companies provide public transporation. Rail freight is provided by the main line of Burlington/Northern Railroad. Rolla National Airport is located 12 miles north on Hwy. 63. A private airport, Rolla Downtown Airport, is located two miles west of Rolla. Major commercial airlines are located in St. Louis and Springfield. Major highways include Interstate 44, and US Highways 63 & 72.

Television: Cable and pay TV with 51 channels are available.

Radio: Six radio station including Public Radio KMST .

Newspaper: Rolla Daily News circulates 7,000 daily and Sunday papers, serving much of surrounding

counties.

Schools: The public school system Rolla Public School District Website Homepage (rated AAA) consists of one senior high, one junior high (8-9) and one middle school (5-6-7) and three elementary schools enrolling 4,090 students. There are five parochial schools with an enrollment of over 359 students. B.W. Robinson State School, Choices for People, the Kyle Center and Gingerbread House serve people with disabilities.

Colleges: Rolla is the home of the Missouri University of Science and Technology (MST), a premier school which focuses on educating tomorrow's leaders in engineering and science with a student population of approximately 5,000. MST offers degrees in the fields of engineering, science, social sciences and humanities. Graduate programs leading to Master's and PhD degrees are also offered.

Columbia College of Missouri and Drury University

Vocational-Technical Schools: Rolla Technical Institute, one of the most modern in the Midwest, provides an extensive and comprehensive technical vocational training program to students from 12 area high schools as well as evening training and customized training for over 900 workers. Metro Business College, Columbia College and Drury College offer professional training and degrees in several fields. Webster University offers several graduate studies programs locally.

Churches/Civic Organizations: Our beautiful churches represent every denomination and are dedicated to serve our many citizens and welcome visitors. An active Chamber of Commerce along with organizations such as Lions, Optimist, Kiwanis, Rotary and Jaycees as well as the usual lodges, fraternal

orders, federated local clubs of interest to all ages keep the citizens involved. Cultural activities are varied. University and local amateur theater groups, art shows and community concert programs receive much interest and support.

Health Care: Phelps County Regional Medical Center is a 240-bed regional referral center serving south central Missouri. An $18 million expansion project completed in 1993 updated the entire hospital campus. Medical staff includes more than 110 physicians and dentists. The hospital has a high-risk maternity center and a Level III Trauma Center that sees more than 23,000 patients each year. The medical center employs more than 800 full- and part-time employees, and is the area's second largest employer. Rolla has three veterinary offices available to take care of your pet's medical needs.

Cultural Interests: Rolla Public Library is one of the finest in the state with almost 60,000 volumes and offers many various services. The Curtis Laws Wilson Library -- Missouri University of Science & Technology is also accessible to the general public.

Recreation: Rolla Parks and Recreation Department provides supervised playground programs throughout the year. The Splash Zone (modern, shallow water-based play facility) with fountains, a lazy river, and water slides is located at one of Rolla's park locations. The Centre is the city's recreational facility with an indoor pool, basketball/volleyball courts, and a fitness room. Classes and programs are available throughout the year for members and the public. Two parks have stocked lakes for fishing and all have lighted ball diamonds and tennis courts as well as picnic pavilions and fireplaces. One public park provided by the Lion's Club is 240 acres with a fishing lake, picnic grounds, ball and soccer fields, equestrian trails and a club den available to the public. There is a University golf course and a private country club. There are two local health center facilities with racquetball courts, cardiovascular equipment, aerobics, tanning beds and massage therapists available.

OUTREACH NOTICE

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If you are interested in this position, please complete this form by February 20, 2015 and send:

E-mail to: Richard Hall (rrhall@fs.fed.us)

Mail to: USDA Forest Service, Mark Twain National Forest, ATTN: Richard Hall, 401 Fairgrounds Road, Rolla, MO 65401, or

FAX to: 573-426-6800, ATTN: Rich Hall.

Support Services Specialist

Location: ***Eastern Region, Region 9, Mark Twain National Forest***

PERSONAL INFORMATION

Name: Date:

Mailing Address

E-Mail Address

Phone: Work: Home:

Are you currently a Federal employee? Yes_____No_____

Permanent?____Temporary?_____TERM?_____VRA?_____PWD?____OTHER?_____

Current Title/Series/Grade:

Agency Employed with and location:

Thank you for your interest!