

OUTREACH NOTICE



LOS PADRES NATIONAL FOREST

For more information on the Los Padres National Forest, visit the Forest's website at www.fs.fed.us/r5/lospadres

TITLE:	Administrative Operations Specialist	DUTY LOCATION:	Goleta, CA
SERIES:	GS-301		
GRADE:	GS-9/11		

Please apply online via USAJOBS by April 22, 2015

The Los Padres National Forest is **currently advertising** a **permanent fulltime** GS- 301-9/11 **Administrative Operations Specialist** position. The work station is located at the Supervisor's Office, **Goleta, California**. This notification is being circulated to inform prospective applicants of this opportunity to apply for this vacancy.

BRIEF DESCRIPTION OF DUTIES: Performs as the Administrative Operations Specialist. Participates in Hiring, identifying and tracking topics requiring discussion and decision, follows up to ensure commitments made at meetings are completed, provides advice and guidance information of a factual nature regarding topics of discussion. Interprets established and pertinent regulations and organizational policies, management principles, and administrative rules. Schedules and prepares conferences, taking care of items such as location, agenda, background material, and attendance list.

The position coordinates activities surrounding scheduling of appointments and meetings, maintenance of the administrative record, and budget coordination for the project. The position represents the Forest Supervisor on highly controversial and confidential matters, maintains office continuity, performs special project assignments, facilitates overall internal and external communication and coordination for the Forest Supervisor and his/her staff. Serves as a unit point of contact for a wide range of human resources related issues.

Designs and implements daily operations for the Forest Supervisor and facilitates inter and intra office communications. The incumbent makes independent decisions regarding time and priorities of the Forest Supervisor out of the office for significant periods of time.

Screens incoming mail including correspondence, directives and publications. Determines those that can be acted upon personally and takes necessary action. Routes material of important or technical nature to supervisor or appropriate staff for action and/or reply and brings supervisor's attention to significant matters. When necessary, uses initiative to obtain clarification of instructions from originating offices.

Maintains status on incoming and outgoing material and initiates follow-up to ensure timely reply. Keeps supervisor and/or subordinate staff advised of approaching deadline dates. Reviews outgoing correspondence submitted to supervisor for signature to assure completeness and proper format, grammar, etc. Maintains background information and records and ensures continuity of communication. This position is Supervisory in nature and may supervise one or more staff.

4/17/2015

HOW TO APPLY: This position is **currently** being advertised. You can acquire a copy of the announcement from the internet, at www.usajobs.gov. The vacancy announcement number for external, (US Citizens) candidates is: 15-0507-134491DP-SC (DEMO) and the vacancy announcement number for internal, (current permanent federal employees with competitive status) is: 15-0507-134491G-SC (Merit Promotion). This announcement is **currently** being advertised in USAJOBS Monday, April 13, 2013 **and will close on Wednesday, April 22, 2015**. We encourage you to read the announcement carefully and make sure that you include all required documentation including any additional documents that you have used to justify your qualifications such as Education Transcripts or proof of eligibility for any Special Hiring Authorities such as VRA or Schedule A.

Merit (Current permanent and former federal employees and candidates under special hiring authorities):
<https://www.usajobs.gov/GetJob/ViewDetails/400509900>

U.S. Citizens (Demo): <https://www.usajobs.gov/GetJob/ViewDetails/400509700>

FOREST: The Los Padres National Forest resides along the Central Coast of California with countless activities and attractions. There are numerous world-class beaches and communities within 1 ½ hours from the Supervisor's Office such as, the communities of Goleta, Montecito, Carpinteria, Santa Barbara, Santa Maria, Santa Ynez, Ventura, Camarillo, Ojai, and Lompoc; as well as, many other desirable communities in the area.

Educational opportunities are also supported in the surrounding areas with access to all levels of public education. UC Santa Barbara, Westmont University, Cal Poly State University, and many reputable community colleges reside within the effective commute areas of the basin.

For information on the community of Santa Barbara, see www.SantaBarbara.com or www.goletavalley.com.

Duty Location: Los Padres National Forest Supervisor's Office

This position will be located at the Supervisor's Office at 6755 Hollister Ave, Ste 150, Goleta, CA 93117.

If you have questions or need more job specific information please contact Ken Heffner, Deputy Forest Supervisor, Los Padres National Forest via email: kheffner01@fs.fed.us or by phone at 805.961.5733 .

Thank you for your interest!

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REASONABLE ACCOMMODATION: The USDA Forest Service provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the point of contact listed on the Outreach Notice. The decision on granting reasonable accommodation will be made on a case-by-case basis.