

WAYNE NATIONAL FOREST
Vacancy Notice
Operations Staff Officer, GS-0401/0101/0807 - 12/13
Nelsonville, OH

Wayne National Forest



Wayne National Forest

The Wayne National Forest is located in the hills of southeastern Ohio. The Forest, in the heart of the heavily populated Midwest, covers almost a quarter million acres of Appalachian foothills. The Wayne is divided into three blocks administered by two Ranger Districts at Athens and Ironton. A field office is also located east of Marietta.

Visitors to National Forest System lands are welcome to camp, hike, hunt and fish. The Forest boundaries surround a checkerboard pattern of ownership, with public and private ownership interspersed. There are over 300 miles of trails on the Forest for hiking, [all-terrain vehicle \(ATV\) riding](#), mountain biking, or horseback riding.

This vacancy outreach is for a permanent full-time Operations Staff Officer, GS-0401/0101/0807 – 12/13 position, located in Nelsonville, OH.

Position Duties:

This position serves as the Operations Staff Officer with responsibilities that include program development, operations, and evaluation in engineering, recreation, lands, minerals, safety, visual and cultural resources, and human resource administration.

MAJOR DUTIES

Serves as a member of the Forest Leadership Team. Provides input to develop fully integrated plans, programs, and policies for management of the area. Coordinates activities with other affected members of the team. Performs work in accordance with the completed staff work principles.

Manages a complexity of programs involving a number of interrelated forest resources. Develops plans, budget, and annual and long range program of work, recommends standards and staffing, and provides staff support to Ranger Districts. Coordinates project work with the Staff officers and other specialists to minimize possible adverse effects of resource use and development.

Directs the development of the Lands and Minerals Programs for land classification, land adjustment, special uses, and minerals management. Land adjustment activities include exchange, donation, valuation, rights-of-way procurement, and acquisition.

Provides leadership for program development and coordinates project implementation in assigned functional fields.

Develops operational standards for program activities. Reviews plans and reports for compliance with operational standards and reviews projects for soundness of approach.

Ensures that the current fiscal year program staffing and funding priorities are coordinated to meet assigned production and attainment goals.

Negotiates with the appropriate District Ranger, other staff directors, and/or Regional staff groups to develop feasible plans for resource programs.

Analyzes functional direction through systematic reviews, which provide information on programs, project critical path status, multiple – use coordination, and quality standards.

Exercises signatory authority to approve or disapprove correspondence, contracts, permits and agreements as contained within written delegations. Assures that coordination has occurred with the appropriate levels of organization.

Represents the Forest Supervisor at assigned meetings.

Represents the Forest in contracts with cooperatives, industrial organizations, special interest groups, etc. Provides technical information, discusses and negotiates program and system requirements and compliance, and recommends conflict solutions.

Initiates and maintains technical contacts in order to keep current in the latest technological developments.

For questions about the position, or needing additional information, you can contact:

Tony Scardina, Forest Supervisor, at either (740) 753-0880 or ascardina@fs.fed.us

If you are interested in this detail, please complete the attached Outreach Response Form and attach your resume. Send both to Ann Grasso, Operations Staff Officer, at agrasso@fs.fed.us by the close of business on **June 26, 2015**.

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

OUTREACH REPLY FORM
USDA, Forest Service, Wayne National Forest
Detail Opportunity – NTE up to 120 days
Operations Staff Officer, GS-0401/0101/0807 – 12/13

Please respond by June 26, 2015

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

CURRENT POSITION TITLE:

How did you hear about this position? Organization Name _____

Agency Contact _____ Other _____

**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**

_____ **PATHWAYS INTERNS/STUDENT CAREER EXPERIENCE PROGRAM**

_____ **OTHER** _____

Please return this form to Ann Grasso, Operations Staff Officer at:

Email: agrasso@fs.fed.us

Fax: 740-753-0118

Mail: 13700 US HWY 33, Nelsonville, OH 45764-9880

If you need further information, please call Ann Grasso at 740-753-0852