

OUTREACH NOTICE



***Boise National Forest
Duty Station-Idaho City, ID
Position Title: Support Services Specialist
Reply Due: September 1,2010***

The Idaho City Ranger District will be filling a Support Services Specialist position. As the outreach and advertisement are being conducted concurrently, it would be helpful if interested candidates would fill out the outreach form at the end of this announcement and email it to Barbara Levesque, District Ranger, @ rblevesque@fs.fed.us. Please reply by September 1, 2010.

About the Vacancy:

The position is advertised using an open continuous roster under announcement numbers PERM-OCR-0606-SSS(NS)G and DP. This means that the announcement for those interested in applying to a Support Services Specialist position are open continuously, and you should apply now. **The application period for filling this position will close on September 1,2010. and a list of qualified applicants for this position will be requested soon thereafter.** This position is open to both current, permanent employees and to all U.S. citizens. Both vacancy announcements are posted on the USAJobs website (www.usajobs.com). If you are interested in applying for this job, follow the link in the announcement to the automated application system, AVUE Digital Services. **Be sure to indicate Idaho City, ID in your choice of locations on your application.**

About the Position

Series/Grade: GS-0342-06/07

Title: Support Services Specialist

Location: Idaho City, Idaho

Tour of Duty: Permanent Full Time

Housing: There may be the possibility of housing available. Variety of options may include travel trailer, small house, small apartment.

Duties:

This position is the Support Services Specialist, GS-0342-06/07, on the Idaho City Ranger District of the Boise National Forest. The duty station for this position is Idaho City, Idaho.

Duties: This position provides administrative and clerical support to the district office. Serves as a principal assistant to the District Ranger with responsibilities that include payroll, travel, seasonal and permanent staffing actions, visitor information services, purchasing/procurement, sales/collections, budgeting, facility administration, records & correspondence management, other duties as assigned and overall office management for the Ranger District. The successful applicant is responsible for the supervision of three lower grade employee; two part time employees share the information receptionist duties, one resource assistant.

The Support Services Specialist performs specialized duties in support of procurement activities, applies an extensive body of property management rules and procedures in providing property management support services, and answers questions and recommends policy and procedural adjustments related to extensive property management services. The incumbent serves as the District's focal point for arranging and coordinating training activities, reconciles budget data received, prepares files for retention and disposition, and recommends changes in addition to planning and directing a variety of substantive clerical operations. Supervises three lower grade employees which include two part-time employees sharing the information receptionist duties and one resource assistant. The position performs the administrative and human resource management functions relative to the staff supervised, and establishes guidelines and performance expectations for staff members. Clerical duties of these employees include word processing, copier/duplicating equipment operations, mailroom, file room, information reception, and switchboard.

Duty Station Specifics:

About the Idaho City Ranger District: The Idaho City Ranger District is just over 400,000 acres in size, ranging from open foothills along the Payette River on the western border of the District to the beautiful and infamous Sawtooth Mountains on the eastern portion. Elevations range from 3200 to 8800 feet. The climate is generally dry with plentiful sunshine year around. Annual precipitation in Idaho City is approximately 15 inches, with most of it occurring as snowfall. Winter temperatures range from a high of 35-40 degrees F, to lows just above zero. Summer temperatures range from a high of 80's to the upper 90's, to lows in the 40's.

The District organization has approximately 35 PFT/WAE/TERM employees, and consists of 7 primary departments: Administrative Services, Engineering, Resources, Geology, Timber/Planning/NEPA, Silviculture, and Fire/Fuels.

The District receives high visibility due to its close proximity to Boise, the capitol city of Idaho. Several beautiful pristine rivers flow through the District offering some of the best strongholds of bull trout habitat in SW Idaho. Trails for hiking, horseback riding, mountain biking, and motorized activities are abundant and provide for numerous opportunities in the mild season. With relatively heavy snows and long winters, the District is a destination for many cross country skiers and snowmobilers with abundant ski and snowmobile trails both groomed and "find your own" available.



The Idaho City and Boise Communities:

Idaho City is a quaint, historic mountain community of approximately 400. Idaho City is the county seat of Boise County with tourism and timber as the primary industries. Idaho City is not a full service community, but does offer the following services on a year round basis: one small grocery store and many small shops along Main Street with preserved historic buildings from the mining era of the 1860's, two Laundromats, two motels, several restaurants, a medical clinic, and a post office. Public services include the Boise Basin public school (K-12) with approximately 300 students, the Senior Center, Boise County Public Offices, Sheriff's Office, Public Library, and the Idaho City Volunteer Fire Department complex. Churches include the Idaho City Christian Center (Protestant), St. Joseph's Catholic Church, the Latter Day Saints (Mormon) Church, and the First Baptist Church of Boise Basin. Housing is available in Idaho City and in numerous rural subdivisions between Idaho City and Boise off of Highway 21. Housing prices begin in the lower \$120,000 price range. Rentals are scarce. Government housing may be available.

Boise is 40 miles from Idaho City and offers the services and amenities of the largest city in the State of Idaho. Many District employees commute from Boise daily. The population of Boise is approximately 170,000, with an additional 230,000 in the surrounding metropolitan area. An international airport, shopping, colleges, and universities, and a variety of cultural and sporting events are readily accessible and available. Boise has 34 grade schools, 9 junior high schools, and 5 high schools. Several large regional, national, and international companies are headquartered in the "Treasure Valley", including Morrison-Knudsen, Simplot, Boise Cascade, Micron Technologies, and Hewlett-Packard. Two large medical regional centers (St. Lukes and St. Alphonsus) are also located here. Housing prices begin in the \$120,000's.

Additional Contacts:

Barbara Levesque (blevesque@fs.fed.us) 208-392-6681

OUTREACH NOTICE FORM
Boise National Forest – Idaho City, Idaho
GS-0342-06/07
Support Services Specialist

Email completed Outreach Notice Form to: Barbara Levesque, District Ranger, @ rblevesque@fs.fed.us. Please reply by September 1, 2010.

NAME:

EMAIL 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 AND GRADE: _____

CURRENT POSITION TITLE: _____

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS/INTEREST FOR THIS POSITION;

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
- _____ OTHER _____

Thank you for your interest in our detail! OMIT IF NOT INTERESTED IN A DETAILER

Are you also interested in detailing in this position? _____yes _____no