

OUTREACH NOTICE OUTREACH NOTICE



And

NOTICE OF ANNOUNCEMENT SOUTHERN TIER FORESTS GRANTS AND AGREEMENTS SPECIALIST (GS-1101-9/11)

Opening Date: November 4, 2010

Closing Date: December 2, 2010

Apply to:

USAJOBS - Open Continuous Recruitment (OCR)

PERM-OCR-1101-911-G&A-DP (Demo) or

PERM-OCR-1101-7911-G&A-G (Merit Promotion)

The successful candidate will have the opportunity to work for a cluster of Forests in the Region 9 - Southern Tier. The following Forests belong to the Southern Tier - Wayne, Shawnee, Hoosier, Midewin and Mark Twain National Forests.

Introductory Statement: Serves as a Grants and Agreements Specialist assisting program managers in all aspects of grants and agreements administration. Provides staff support in accomplishment, performance and financial reporting requirements.

Performs Pre-award Grant/ Agreements Work

Prepares and administers grants and research agreements involving universities, companies, foundations, individuals, states, and other Federal agencies. Prepares cooperative agreements, and other agreements in final format from general information contained on the cooperative agreement worksheet or in narrative format from Program Managers and Project Leaders.

Researches numerous criteria, laws, rules, and regulations to determine what is legal and applicable in formulating agreements including cooperative agreement, grant, research cost reimbursable agreement, participating, researching joint venture agreement, challenge cost-share agreement, travel agreement or letter, collection agreement, inter- or intra-agency agreement, and memorandum of understanding.

Post-award Administration

Prepares notifications of approved grants, contracts, and agreements following standard procedures and guidelines. Notifies appropriate offices within the agency of the authorization to make payments under the agreements. Responds to questions from the awardees regarding the approval, agency policies and review processes, etc.

Develops and Reviews Correspondence and/or Reports in Supporting Grant/Agreements Processes

Formats and prepares common computerized reports on a regular and as needed basis, e.g., periodic status reports for management staff which indicate deviations from normal operating procedures, such as awards delayed in process, fluctuations in workload levels and noncompliance with deadlines. Prepares memoranda as required. Reviews and analyzes financial and performance reports from grantees.

There is only one vacancy.

This vacancy (area of consideration) is being advertised for the following locations:
Wayne National Forest – Nelsonville, OH
Hoosier National Forest, Bedford, IN
Shawnee National Forest – Harrisburg, IL
Midewin National Tallgrass Praire – Wilmington, IL
Mark Twain National Forest – Rolla, MO

To ensure consideration, you must apply for this position by the Close of Business (COB) on December 2, 2010. Please choose any and/or all locations listed above in USAJOBS that you are willing to consider.

Any questions concerning this outreach please contact Ann Grasso at 740-753-0852 or Julie Mattson at 573-341-7487.