

Superior National Forest

Outreach Notice

(Vacancy **not** currently advertised)

Position Title: Procurement Technician

Position Grade: GS-1106-6/7

Organization: Supervisor's Office / Operations

Duty Station: Duluth, MN

Reply by April 19, 2011

The Superior National Forest (SNF) will soon be advertising to fill the position above. The annual salary range is **\$38,790** to **\$50,431** per year. If you are interested in being considered for this position, please complete the [Outreach Notice Reply Form](#) at the end of this document.

Contact Information

We encourage you to call or e-mail us as to your interest and learn more about living and working in Duluth, Minnesota. This position offers a challenging career opportunity, as well as the pleasures the way of life living in Northern Minnesota can bring to you. Be sure to check out the web sites for more information.

Steve Popkowski at (218) 626-4365 or spopkowski@fs.fed.us would be glad to provide additional information on this position and the community.

Position Description

This position provides procurement/purchasing and administrative support to the Purchasing and Contract Specialists in the Minnesota Shared Services Contracting Unit (MSSCU) serving the Chippewa and Superior National Forests.

Major duties of this position include:

- 1) Advanced Acquisition Planning & Requisitions using the Integrated Acquisition System (IAS)
 - Request for Contract Action Packages
- 2) Contract File Management
 - Maintain Contract Files
- 3) Receipts
 - Vendor Payments, Monitoring & Follow-up
- 4) Correspondence Data Base – Replies Due
- 5) Real Property Inventory
 - Coordinate Annual Inventory needs (Superior NF only)
- 6) Roads Inventory
 - Coordinate Annual Inventory needs (Superior NF only)
- 7) Recovery Act Contracts
 - Receipt for Services & Monitor Payments
- 8) Audits

- Prepare all Audit Samples including Recovery Act Contracts
- 9) Contracting Officer Representative (COR) Training & Certification
 - Coordinates Annual COR Training & Certification needs
- 10) Interagency Passes/Christmas Tree Tags
 - Receives Inventory from RO & Distributes Passes to Forest Personnel
(Collateral Duty – Superior NF only)

The Superior National Forest, located in the Northeast tip of Minnesota, is sandwiched between Lake Superior and the Canadian border. One third of its three million acres contains the Boundary Waters Canoe Area Wilderness (BWCAW).

The Superior National Forest contains over 2,000 lakes. Even so, only 12% of the Forest's 3.9 million acres is covered by water. The National Forest hosts 27 United States Forest Service campgrounds, 9 Minnesota DNR campgrounds, 2,200 developed campsites within the Boundary Waters Canoe Area Wilderness (BWCAW), and 254 back country campsites outside the BWCAW. These camping areas provide quick access to 354 fishing lakes, 162 public boat landings, 29 picnic areas, 400 miles of designated hiking trails, 450 miles of groomed cross-country ski trails, and over 1500 miles of canoe routes through the BWCAW.

The northern forest community thrives with its pine, fir, and spruce trees and is home to numerous wildlife species including eagles, deer, gray wolf, common loon, Canadian lynx, moose, and black bear.

- *Gray wolf*: Northern Minnesota is the last stronghold of the gray wolf in the lower 48 states. Approximately 300-400 wolves continue to roam within the boundaries of the Superior National Forest today
- *One of 100 globally important* bird areas by the American Bird Conservancy
- *Fish species* : walleye, northern pike, smallmouth bass, lake trout, brook trout, rainbow trout, and brown trout can be found in abundance
- *Diverse habitat* for a vast array of wildlife species including bald eagle, gray wolf, and Canada lynx, which are species on the Federal endangered list
- Deer, moose, common loon, and black bear are commonly seen

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 (www.opm.gov/qualifications/index.htm)

Duluth Minnesota is the location of the Headquarters of the Superior National Forest, the Duluth community offers many diverse opportunities and something special for almost any lifestyle.

You can spend your morning paddling on a remote lake with loons calling in the background , enjoy a world class dinner at a local restaurant, attend a symphony orchestra concert in the evening, then watch the northern lights before going to bed.

Superior, the nation's largest lake, is the centerpiece to Duluth and it's one of the most compelling reasons to live here. Highway 61 becomes a National Scenic Drive as it follows the shoreline north from Duluth to the Canadian border-only a few hours drive!

Duluth is home for all seasons. With so much to do and see, you will be glad you live here.

- Winter– downhill skiing. Snowmobiling, ice fishing, and snowboarding, cross-country skiing, snowshoeing. Numerous skating rinks – inside and outside. There is lots of hockey action!
- Summer --Duluth Harbor and shoreline of Lake Superior is a destination for people from other parts of the state. Cool breezes on the Lake Walk provide relief from hot weather and encourage golfing, biking, hiking, boating, and other outdoor pursuits.
- Fall colors displayed on the hillsides of Duluth rival any other part of the country and provide a scenic backdrop to all activities.
- Spring is sweet time - literally. There are several maple syrup operations in the area. Water from thawing ice rush down many streams right in town. More than one is home for trout.
- Any time of year, it is fun to:
 - Explore the quaint shops and restaurants of Canal Park
 - Watch large ocean-going and “laker” ships moving in and out of the harbor
 - Enjoy Skyline Scenic Drive
 - Visit numerous parks, campgrounds, resorts, within easy drive distance.
 - Attend one of the hundreds of local events including Farmer's Market, Grandma's marathon, Tall Ships, Bear Grease Dog Sled Race, and many others.
 - Fish, fish, fish!

All the services and resources expected with a city are available in Duluth:

- International class entertainment including Duluth symphonic orchestra, ballet, multiple museums, art galleries, and theatrical companies.
- Colleges & universities including St. Scholastica College, University of Minnesota-Duluth, Lake Superior College, Duluth Business University and other professional institutions. University of Wisconsin-Superior available just over the bridge.
- Great Lakes Aquarium, Lake Superior Zoo, Hartley Nature Center, and numerous neighborhood parks
- St Lukes and St. Mary's Hospitals, Miller Dawn and numerous other health care centers
- More than 30 churches & synagogues,
- Wide range of housing options
- City bus system
- Grocery shops, restaurants, coffee shops, downtown shopping, and a shopping mall featuring popular chains, casinos
- Duluth International Airport provides direct and connecting flights

Duluth web sites:

www.duluthmn.gov

www.visitduluth.com

If city living isn't your thing, many smaller communities lie within easy commuting distance and roads are well maintained in all weather.

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Outreach Notice
Procurement Technician, GS-1106-6/7
Permanent Full-Time Position

If you would like to be notified when the position is advertised, please complete this form and return to **Steve Popkowski** via email at spopkowski@fs.fed.us.

Contact Information

Name:

E-mail address:

Contact Number:

Current Federal Employees:

Agency/Forest:

Series:

Grade:

Position Title:

Type Appointment:

Non-Federal Employees

Current Occupation:

Agency/Company:

Are you eligible to be hired under any of the following special authorities?

Person with Disability

Veterans Readjustment

Disabled Veterans w/30% Compensatory Disability

Veterans Employment Opportunities Act of 1998

Former Peace Corp Volunteer

Other _____

How did you hear about this position?

Replying to this outreach allows us to notify you when the vacancy is posted to USAJobs and AVUE. Applications for this position will be submitted via AVUE at <https://www.avuedigitalservices.com>

We appreciate your interest in the Superior National Forest.