



## **OUTREACH NOTICE**

**SUPERVISORY ADMINISTRATIVE MANAGEMENT SPECIALIST  
GS 0301-11/12  
KAIBAB NATIONAL FOREST  
SUPERVISOR'S OFFICE  
WILLIAMS, AZ**

*"Caring for the Land and Serving People"*

### **Reply by October 9, 2011**

The Kaibab National Forest in north-central Arizona will soon be advertising the Supervisor Administrative Management Specialist position located in the Supervisor's Office in Williams, AZ.

The Supervisory Administrative Management Specialist works directly for the Forest Supervisor and is responsible for the administration, planning, coordination and leadership of the administrative functions on the forest. You will have responsibility for the supervision and development of administrative staff including Budget & Finance, Grants & Agreements, Resource Specialist, and Program Support/Customer Service.

The position serves as member of the Forest Leadership Team that provides overall long-range direction and guidance to the Kaibab National Forest.

For additional information on Kaibab National Forest, please visit any of the following sites: [www.fs.usda.gov/kaibab](http://www.fs.usda.gov/kaibab), [www.flickr.com/kaibabnationalforest](http://www.flickr.com/kaibabnationalforest), [www.twitter.com/KaibabNF](http://www.twitter.com/KaibabNF)

**THE FOREST ITSELF** is part of the largest contiguous ponderosa pine forest in North America. Bordering both the north and south rims of the Grand Canyon, the 1.6 million acres of the Kaibab National Forest have the distinction of being divided by one of Nature's greatest attractions. Elevations vary on the forest from 5,500 feet in the southwest corner to 10,418

feet at the summit of Kendrick Peak, one of the Kaibab's "sky islands." All the way from north-central Arizona into Utah, the Kaibab National Forest offers breathtaking views, outstanding forest scenery, unusual geologic formations and more. The forest is adjacent to both the Coconino and Prescott National Forests.

Vegetation varies from near desert-like conditions at the lower canyon elevations to pinyon-juniper woodlands, the ponderosa pine belt, and mixed conifer forests of pine, spruce and aspen at the upper mountain elevations. Wildlife is abundant and includes elk, deer, pronghorn antelope, turkey, coyote, black bear and mountain lion. Summer temperatures average from lows of 50°F at night to highs of 85°F during the day. Winter temperatures average from 20°F to 45°F, with snow being common. The cool monsoon season in July and August offers relief from the heat but can bring brief but violent thunderstorms across the Forest.



**THE COMMUNITY OF WILLIAMS** was founded in the early 1880s and was named for mountain man Bill Williams, who explored, trapped and guided hunting parties through the area. Located 30 miles west of Flagstaff on Interstate 40, Williams is a full-service community with a population of about 3,500. The community, which is at an elevation of 6,770 feet, is nestled at the base of Bill Williams Mountain and is surrounded by the Kaibab National Forest. Also known as the "Gateway to the Grand Canyon," Williams was the last town in America on Historic Route 66 to be bypassed by Interstate 40.

The location of Williams – 59 miles south of the Grand Canyon – makes tourist-oriented business a major industry in the area. Cattle and sheep ranching, dry farming, small industries and rock quarrying also contribute to the economy. The city is currently working on programs aimed at future diversification.

Since historic Route 66 runs through town, and the Grand Canyon Railway runs daily trips from Williams to the Grand Canyon for visitors, there are numerous gift shops, restaurants, motels and hotels, bed and breakfast establishments, and gas stations. During the summer months, all kinds of activities and special events happen in Williams including parades, mountain man gatherings, shooting events, motorcycle rallies, rodeos and antique car shows.

Williams offers many places of worship, a medical clinic with ambulance service, and a dental facility. Schools are k-12, and Coconino Community College has a satellite campus in town. A regional medical center and other medical facilities are located 30 miles away in Flagstaff. Williams also offers an aquatics center, an 18-hole golf course and a large rodeo grounds. For big-city shopping and amenities, Phoenix is about a 2.5 hour drive. For more information on Williams, visit the Williams-Grand Canyon Chamber of Commerce at <http://www.williamschamber.com>.

Flagstaff is 30 miles east of Williams and is the largest city in northern Arizona. Flagstaff is also the regional center and county seat for Coconino County, the second largest county in the 48 contiguous states. At nearly 7,000 feet, Flagstaff is also one of the highest elevation cities in the United States. It is a year-round mecca for visitors and offers many shopping opportunities, k-12 schools, places of worship, and a large regional hospital. Flagstaff is the home of Northern Arizona University and Coconino Community College. For more information on Flagstaff, go to <http://www.flagstaff.az.gov>.

### **CONTACTS**

If this job interests you and you would like to receive additional information, please complete and return the attached Outreach Response Form.

For additional information about this opportunity, please contact Kevin Larkin at (928) 643-8135 or [klarkin@fs.fed.us](mailto:klarkin@fs.fed.us); or Mike Williams at 928-635-8301 or [mrwilliams01@fs.fed.us](mailto:mrwilliams01@fs.fed.us).