

Job Outreach

UNITED STATES FOREST SERVICE

Bitterroot National Forest – Stevensville Ranger District

Stevensville, MT



Office Manager

GS-0303-05 \$13.14 - \$17.09/hr

This job outreach is for an Office Manager position located at the Stevensville Ranger District. The job will be advertised mid-November, 2011.

Job duties:

- Answers the telephone and responds to email inquiries. Provides routine information to the public and answers many types of inquiries on all forest activities such as the whereabouts of key personnel and directions to facilities, campgrounds, trails, etc. Refers difficult, technical, or special questions to the appropriate staffs.
- Performs word processing and data base management
- Procures, authorizes, and controls supplies and services for the district
- Primary contact for office services contracts
- Provides small purchasing services for the district using a purchase card
- Facilities coordination and billings for use of Forest Service facilities
- Assists in the development and maintenance of files for all resource areas (timber, range, wildlife, recreation, fire, watershed, etc.)
- Ensures operation of office equipment, e.g., copy machines, fax, postage meter, etc.
- Serves as the organization's liaison on office support services, and applies knowledge of an extensive body of rules, procedures, and operations to provide technical support and customer service as the administrative troubleshooter in resolving administrative problems or issues (such as time and attendance, travel, etc).
- Directs the daily operations of visitor services and over-the-counter sales.

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