

**Detail/Temporary Promotion Opportunity  
Not To Exceed 120 Days**

**Please Reply By January 13, 2012**

**Supervisory Administrative Management Specialist  
GS-301-12**

**Kaibab National Forest  
Supervisor's Office, Williams, Arizona**

**Position:** The Kaibab National Forest is looking for candidates interested in a detail or temporary promotion as the Forest Supervisory Administrative Management Specialist to begin late January and last for up to four months. Duty station is the Supervisor's Office in Williams, Arizona. Approximately 1.6 million acres in size, the Kaibab National Forest is located in Northern Arizona on either side of Grand Canyon National Park and adjacent to the Coconino and Prescott National Forests. There are three ranger districts on the Forest with ranger stations in Williams, Tusayan and Fredonia. With spectacular scenery, outstanding climate and challenging administrative and resource management issues, it's a *great* place to work. The Kaibab National Forest will pay salary, travel and per diem costs.

**Duties:** As one of four primary Forest Staff Officers on this small but active forest, the Supervisory Administrative Management Specialist (SAMS) serves as a full member of the Forest Leadership Team in the formulation of policies, objectives, and program of work for the Kaibab NF. The incumbent serves as the Forest liaison to the Albuquerque Service Center for all human resource management, finance and accounting matters; to the ISO for information technology needs, issues and concerns; and to the Acquisition Management zone organization in Phoenix for all forest procurement action. The SAMS is a member of the Western Zone Administrative Officer board and communicates regularly with counterparts on three other forests to provide oversight and guidance to the zone AQM program. The position oversees Forest budget planning and execution, grants and agreements administration, labor relations coordination with NFFE, records management, resource accounting, visitor reception, and manages the day-to-day operations of the Supervisor's Office building lease. The SAMS currently supervises a staff of six permanent full-time employees, exercising a full range of supervisory duties.

**Community Information:** The City of Williams is a full-service community of approximately 3000 people located on Interstate 40 about 30 miles west of Flagstaff, Arizona. Tourism is prominent, as Williams is known as the "Gateway to the Grand Canyon." Historic Route 66 runs through town, and the Grand Canyon Railway runs daily trips from Williams to the Grand Canyon for visitors, so there are numerous restaurants, motels and hotels, bed and breakfast inns, gift shops and gas stations. Williams has numerous churches of many denominations, and schools are K-12. There is a medical clinic, complete with ambulance service. A major regional hospital and many other medical/dental facilities are located about ½-hour away in Flagstaff. There is an

aquatics center in town, and a golf course is located in the northwest section of town. Basic grocery and variety shopping needs can be met in Williams. For more local information visit <http://www.experiencewilliams.com/>

The City of Flagstaff is within easy commuting distance of Williams, and many employees carpool to work from there. Flagstaff is a full service community of 60,000+ and is home to Northern Arizona University, numerous cultural events, and many other amenities. For more information, visit <http://www.flagstaff.az.gov/> For large urban shopping and other experiences, Phoenix is about 2 ½ hours away.

**Contact Information:** If you are interested in this detail/temporary promotion opportunity, please respond no later than COB January 13, 2012, with a resume' describing your qualifications for this forest staff detail/temporary promotion. For more information about this opportunity, please call Acting Forest SAMS Kevin Larkin at 928-635-8306 or Forest Supervisor Mike Williams at (928) 635-8301.