

Superior National Forest

Outreach Notice

(Vacancy **not** currently advertised)

Position Title: Administrative Specialist

Position Grade: GS-301-9

Organization: Kawishiwi Ranger District

Duty Station: Ely, MN

Reply by April 2, 2012

The Superior National Forest (SNF) will soon be advertising to fill the position above. The annual salary range is **\$47, 448 to \$61,678** annually. If you are interested in being considered, 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 Ely, Minnesota. This position offers a challenging career opportunity, as well as the pleasures the way of life in Northern Minnesota can bring to you. Be sure to check out the web sites for more information.

Mark Van Every, Kawishiwi District Ranger (218 365-7603 or mvanevery@fs.fed.us) would be glad to provide additional information on this position and the community.

Position Description

The incumbent in this position serves as the principal administrative specialist for the Ranger District with responsibilities in the following areas:

- Leads the visitor information and public services activities for the district including supervision of the BWCAW permit issuing station and staff, responding to information requests, and issuing permits for firewood, Christmas trees and other forest products.
- Develops and maintains strong working relationships with other agency partners and cooperating businesses. Manages the unit's wilderness cooperator permit program by working with area businesses that issue BWCAW permits for the Forest Service. As needed, works closely with each cooperator to establish their link to the Reserve America contract and resolve financial issues related to credit card and billing errors.
- Supervises visitor services and administrative staff of 5-7 employees. Plans work to be accomplished, sets schedules, assigns work based on priorities and abilities, and provides training for employees.
- Coordinates the public participation program which is designed to involve interested people in our decision making processes. Advises unit managers on the most effective methods of

collecting and analyzing comments. Assists in the preparation of news releases and other articles for local newspaper or other media. Plans the visits of officials and other special guests.

- Coordinates all administrative tasks including purchasing, human resource management, and property management. Serves as Contracting Officer's Representative on small contracts. Also provides support to the Ely Seaplane Base, Tanker and Helibases.
- Leads efforts to upgrade or add new office equipment such as phones, computers and printers.
- Supports and assists in administering the unit budget for a unit or program. Provides budget inputs and projects staffing needs to management for planning purposes. Provides input into the Forest unified budget. Monitors expenditures to respond to SO requests and to provide budget advice to Unit staff.
- Monitors unit expenditure for procurement, travel, salary for appropriate charges. Serves as unit collection officer. Handles cash and credit card transactions from collection officers at permit stations, front desks, and recreation locations.
- Maintains a records management program for a well-established records system. Aspects of the program include a centralized records function, standard handling/retention procedures, and document searches.

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)

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

More information can be found on the Superior National Forest Employment page at <http://www.fs.usda.gov/goto/superior/employment>.

The Kawishiwi Ranger District is located in Ely, MN and consists of a district office, with a wilderness permit issuing station/visitor center, and a variety of other facilities. The district has large wilderness and timber programs, as well as recreation, special uses, wildlife, fire, minerals/soils, and engineering units supported by approximately 55 year round employees and up to 130 employees during the summer.

Ely Minnesota, is located in the heart of the Boundary Waters Canoe Area Wilderness (BWCAW) and the arrowhead region of Minnesota and has a population of around 3,500 year round residents. The population grows during the busy summer months. Ely is only hours from Duluth, MN and the Twin Cities of Minnesota. Average temperatures for the area vary between the seasons with an average temp of 79.2 degrees in July and an average temp of 5.1 degrees in January.

Spring, summer, and fall bring lush and colorful vegetation to the Superior National Forest Area. During the summer season, the area attracts visitors from all over the world, and for good reason too. There are more than 1,500 miles of water trails in and around the BWCAW. Hiking and mountain biking are popular activities. Campgrounds and remote campsites attract people on all adventure levels. There is abundant wildlife, excellent fishing, and plentiful bird watching experiences. For residents of the area, those experiences can be enjoyed by simply opening their back doors. The fall paints a colorful mural on this edge of the Boreal Forest. The fall and winter brings the beauty of the Northern Lights.

Winter in the area is always exciting. With about 2-4 feet of snow on the ground for 5 months, the area has many winter activities to offer. Those activities include; snowmobiling, dog sledding, cross-country and downhill skiing, ice fishing, and winter camping. There are over 150 miles of snowmobile trails surrounding the Ely area as well as many miles of snowshoe and cross country ski trails.

Ely offers a medical center that is part of the St. Mary's Duluth Clinic Health System, as well as a community hospital with advancing medical technology. Vermilion Community College has natural resource based career programs and is well connected with Minnesota's college system. There are a variety of restaurants, a golf course, a miniature golf course, a bowling alley, a fitness center, community theatre, a hockey arena, community ice rink, baseball and football fields, tennis courts, and two city parks (beach, playground equipment) which host a variety of events. Major attractions include; the BWCAW, Dorothy Molter Museum, North American Bear Center, International Wolf Center, and Ely-Winton Historical Museum.

More information on Ely, Minnesota can be found at:

For information on Ely, MN
<http://www.ely.org/>

For information on the Superior NF
<http://www.fs.fed.us/r9/superior>

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Administrative Specialist, Kawishiwi Ranger District
Permanent Full-Time Position

If you would like to be notified when the position is advertised, please complete this form and return to **Mark Van Every** via email at mvanevery@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 _____

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.