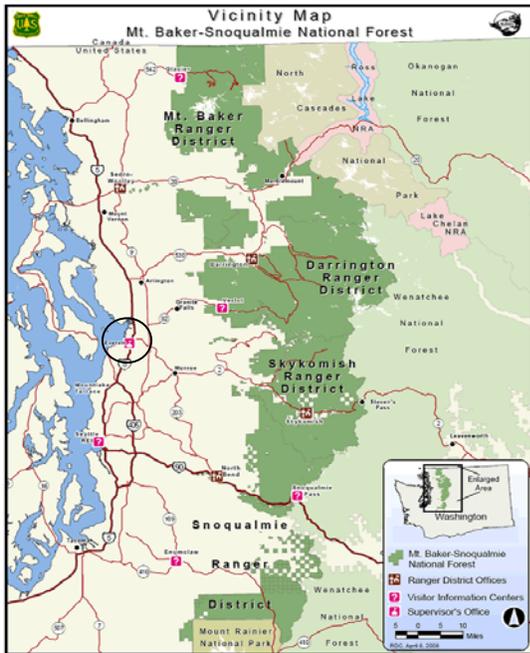


OUTREACH NOTICE GS-1102-12

Contract Specialist Fulltime US Forest Service Region 6 Acquisition Management Everett, WA

The Region 6 AQM is looking for a highly motivated, dedicated, and committed person to be part of the Acquisition Management team as a Regional Employee hosted in the Mount Baker-Snoqualmie Forest Headquarters, Everett WA. The Region will soon be advertising a GS-1102-12, Contract Specialist position. This is a permanent full-time, minimum of FAC-C Level II certified position with a duty station in Everett, Washington.



Role of the Contract Specialist:

In this role, the Contract Specialist is primarily concerned with:

Developing solicitations, executing and administering contracts, evaluating proposals, and working with Region 6 employees to advise them on the Federal Government's procurement process.

Compliance and enforcement of the regulations and guidance's.

The individual selected for this position is expected to:

- Negotiation skills
- Monitor outstanding contracts
- Provide procurement advice
- Provided responses to data calls.
- Provide field activities support, as necessary

- Have knowledge of SmartPay2 (US Bank Purchase Cards)
- Provide analytical data on various procurement systems
- Have knowledge of the federal acquisition process and policies (possess minimum of FAC-C II)
- Have knowledge of contract administration and acquisition planning
- Provide Program Managers, technical and financial specialist, co-workers and other internal or external employees with advice on issues or problems.
- Maintain the trust and confidence of employees and customers.
- Understand that managing diversity is a high priority;
- Advocate open-minded and anti-discriminatory attitudes and behavior of all Agency employees and customers;
- Assist leaders in meeting their commitment to meeting program objectives and
- Work in partnership with, partners, the regions' employees, and others
- Provide mentoring and training to less experienced acquisitions personnel

**For more information about the position, contact
Michael Johnson, Supervisory Contract Specialist at 360-891-5055**



Pacific Northwest Region, Region 6 USDA Forest Service



Regional Forester - Kent P. Connaughton

Director of Acquisition Mgmt, Charles Hill Jr.

The Pacific Northwest Region (Region 6) of the US Forest Service contains 17 National Forests, a National Scenic Area, a National Grassland, and two National Volcanic Monuments, all within the States of Oregon and Washington. The Forests provide timber for people, forage for cattle and wildlife, habitat for fish, plants, and animals, and some of the finest recreation lands in the country.

Commonly recognized Forests and Lands:

- **Columbia River Gorge National Scenic Area**
- **Collville**
- **Deschutes**
- **Freemont-Winema**
- **Gifford Pinchot**
- **Malheur**
- **Mount Hood**
- **Mt. Baker-Snoqualmie**
- **Ochoco**
- **Okanogan**
- **Olympic**
- **Rogue River-Siskiyou**
- **Siuslaw**
- **Umatilla**
- **Umpqua**
- **Wallowa-Whitman**
- **Wenatchee**
- **Willamette**

Additional information about the region can be found at <http://www.fs.usda.gov/r6>

Everett, Washington

SUPERVISOR OFFICE: The duty station is located at Everett, Washington, population estimated to be around 100,000 (2010), which is located along Interstate 5, approximately 25 miles north of Seattle. The city offers full services and the surrounding suburbs offer the amenities of a large metro area, yet the benefits of rural settings. Recreational opportunities are plentiful, including hiking, whitewater rafting, kayaking, skiing, hunting and fishing. The cost of living in the area is high; however employees receive a locality pay adjustment (2009 is 21.06%).



HOUSING: No government housing is available, but there is a wide variety of housing available in towns along the Interstate 5 corridor from Smokey Point/Arlington (13/19 miles north), Marysville/Lake Stevens area (6/8 miles northeast) to the Seattle/Bellevue area (29 miles south)

and Monroe area (19 miles east). Current real estate listings start at \$250,000 and go up from there. Rentals are available in many of the local communities. Recent listings show monthly rates in the \$1,200 to \$2,000/month range.

WEATHER: The area experiences four distinct seasons but is moderated by the maritime influence of the Puget Sound, with mild summers, annual average precipitation of 38 inches, with occasional winter snowfall in the metro area. The North Cascades receive significant snowpack (Mt. Baker holds the world snowfall record at 1,120 inches in 1999-2000) that contributes to the many glaciers and outstanding fisheries across the landscape.

SCHOOLS, HEALTH CARE & OTHER SERVICES: There is an abundance of outstanding schools, colleges, hospitals, health care providers, specialists, shopping, churches, entertainment and services abound. For additional information on the area, please consult the following links:

The city of Everett: <http://everettwa.org/>

The city of Everett Chamber of Commerce: <http://www.everettchamber.com/>

City of Everett Wikipedia: [http://en.wikipedia.org/wiki/Everett, WA](http://en.wikipedia.org/wiki/Everett,_WA)

The city of Monroe: <http://www.ci.monroe.wa.us/index.php>

The city of Snohomish: <http://www.ci.snohomish.wa.us/>

The city of Marysville: <http://marysvillewa.gov/>

Arlington Chamber of Commerce: <http://www.ci.arlington.wa.us/>

South Snohomish County Chamber: <http://www.sscchamber.org/>

The city of Mill Creek: <http://www.cityofmillcreek.com/>

The city of Bothell: <http://www.ci.bothell.wa.us/>

The city of Mukilteo: <http://www.ci.mukilteo.wa.us/>

The city of Edmonds: <http://www.ci.edmonds.wa.us/>

The city of Mountlake Terrace: <http://www.cityofmlt.com/>

USDA Forest Service is an equal opportunity employer

CANDIDATE RESPONSE OUTREACH FORM

Equal Employment Opportunity
GS-1102-12

Region 6 AQM, Everett, Washington

Please notify us of your interest by responding to this notice by March 23, 2012. However, you will only be considered if you apply to the vacancy announcement when available.

PERSONAL INFORMATION

Name: _____

E-Mail Address: _____

Mailing Address: _____

Telephone Number: _____

Are you currently a Federal Employee? YES _____ NO _____

If YES, current Agency/Region/Forest/District:

Current Title/Series/Grade: _____

Federal Acquisition Certification - Contracting level (DAWIA equivalent acceptable)

OR

Current FS Employee with "Grandfathered" warrant of at LEAST:

\$1 million including Construction _____

II _____ III _____

If **not** a current permanent (career or career conditions) employee, are you eligible to be hired under any of the following special authorities?

- ____ Person with Disabilities
- ____ Veterans Readjustment
- ____ Disabled Veteran w/30% Compensable Disability
- ____ Veterans Employment Opportunities Act of 1998
- ____ Former Peace Corps Volunteer
- ____ Student Career Experience Program
- ____ Other _____

Have you attached your resume? Please do so.

Send this completed form via e-mail to Michael Johnson, Supervisory Contract Specialist, mjohnson02@fs.fed.us or via mail to: USDA Forest Service Region 6, Michael Johnson, 10600 NE 51st Circle, Vancouver, Washington 98682

Thank you for your interest in our vacancy.
USDA Forest Service is an equal opportunity employer.