

Job Details:

Title: Outreach – Detail / Temp Promotion – Executive Assistant - GS 7 – NTE 120 days
Hourly Wage:
Series: GS-0318
Respond By Date: 02/26/2013
Grade: GS-7
Duties: [The Lake Tahoe Basin Management Unit](#) is seeking interest in a 120-day detail for confidential Executive Assistant who supports the Forest Supervisor and Deputy Forest Supervisor of the Lake Tahoe Basin Management Unit (LTBMU).

The position is responsible for coordination of leadership staff in the context of internal Forest Leadership Team interactions as well as external coordination and communications with a wide variety of public, governmental, and non-governmental entities interested in the management of the Lake Tahoe Basin. External contacts include local fire districts, county boards of supervisors, numerous State agencies including California Tahoe Conservancy, Lahontan Regional Water Quality Control Board, Nevada State Lands; and Regional and National contacts including the Washoe Tribe, staff and Congressional offices of Senators Feinstein, Heller, and Reid; and Congressmen McClintock and Amodei. The purposes of these contacts include scheduling, disseminating Forest Service policy, intercepting and mitigating local issues, and furthering Forest Service programs in the context of high level awareness and participation from a wide variety of public, private, and non-governmental interests. Many of these contacts involve cooperation and partnership development within an existing framework described under the Lake Tahoe Restoration Act, Environmental Improvement Program and Southern Nevada Land Management Act.

The LTBMU is a fully automated office. Those interested in the above position must be adept in this automated environment including use of GovTrip, AgLearn, Paycheck8, Correspondence Database, Outlook scheduler and other office word and organization functions.

Job Location:

Forest: Lake Tahoe Basin Mgt Unit
District: Not Applicable
Location Other: **The Lake Tahoe Basin Management Unit** is organized and administered as a national forest, but without ranger districts. Located at 35 College Drive in South Lake Tahoe, California. The primary mission of the LTBMU is to restore and preserve the legendary clarity of Lake Tahoe (one of the world's deepest mountain lakes, at an average depth of more than 1,000 feet!), while providing year-round recreational opportunities on National Forest System lands for millions of visitors annually.

The LTBMU is located in the Sierra-Nevada Mountain Range, at 6,225 feet above sea level. The Lake Tahoe Basin is comfortable in the summer, with daytime temperatures averaging 80 degrees Fahrenheit and evenings turning cool and crisp. Afternoon thunderstorms are common in the summer, though their durations are usually on the order of only minutes to a few hours and do nothing to dampen the spirits of boaters, hikers, mountain-bikers, and picnickers. During the autumn, the brilliant yellow color of aspen leaves provides a wonderful contrast to the deep green color of the pines. Winters are cold, but below-zero temperatures at night are rare. Winter snowfall

averages about 6-feet to 10-feet per year adjacent to the lake and over 30 feet per year on the spectacular mountain peaks that bound the Basin. Exceptional alpine and downhill skiing, snowboarding, telemarking and Nordic/cross-country skiing are enjoyed from November through April. The sun shines on the Basin more than 330 days every year.

City/State/Zip: South Lake Tahoe, CA 96150

Location: See Location Other

How to Apply

To be considered for this position, please Email or Fax a resume to Forest Civil Rights Officer, Adrian Escobedo by close of business Tuesday, March 5

Email: Aescobedo02@fs.fed.us

Fax: (530) 543-2781