

Outreach Notice

FREMONT-WINEMA NATIONAL FOREST

Administrative Program Specialist (GS-0301-11/12)

PFT Position
Supervisor's Office
Lakeview, OR

The Position

The Fremont-Winema National Forest is currently outreaching for qualified individuals for our PFT Administrative Program Specialist position for the Supervisor's Office (GS-0301-11/12).

If interested in this opportunity please complete the outreach form as part of the outreach notice in the national database by **21 November 2019**:

<https://fsoutreach.gdcii.com?id=10D2F8C1006E4C7B87BA84EB9F44EBEF>

The Position

As administrative program specialist, the incumbent serves as a fully functional member of the senior staff in providing advice for management officials on a full range of administrative management functions and the effective utilization of financial, logistical, and workforce management. The incumbent plans, administers, and coordinates administrative services including budget formulation and execution, financial planning, accounting, procurement and contract administration, workforce management, space and equipment utilization, travel, property and records management, and related administrative support services. Key program areas include: Management Advisory Services, Financial Management, Management Analysis, Workforce Management, and Office, Procurement Management and Supervision of the Supervisor's Office Administrative Staff (less than 20% of the time).

** See information provided about the scholarship opportunity for students on page 2 under "About the Community".

PLEASE NOTE: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement. (e.g., target grade or multi-grade and forest-wide, service-wide, region-wide, government-wide, or DEMO). Responses received from this outreach notice will be relied upon to make this determination.

Outreach Notice Reply by date is 21 November 2019

Hearing impaired applicants may contact TDD numbers (541) 947-6239. Collect calls will not be accepted. You may also pick up an outreach at the Supervisor's Office, 1301 South G Street, Lakeview, OR 97630 or 2819 Dahlia Street, Suite A, Klamath Falls, OR.

Fremont-Winema National Forest Information

Expansive views, dramatic cliffs and solitude are what you'll find in the South Central Oregon Zone. Located in "Oregon's Outback," the area provides the self-reliant recreationist the opportunity to discover nature in a rustic environment. The Zone covers 2.3 million acres ranging from Great Basin Desert to the Cascade Crest. The Forest Headquarters is located in Lakeview, Oregon and shares the Lakeview Interagency Office with the Bureau of Land Management's Lakeview District. The Forest's seven Ranger Districts are managed as four geographical zones; Lakeview and Bly Ranger Districts (SE Zone), Silver Lake and Paisley Ranger Districts (NE Zone), Chemult Ranger District (NW Zone), and Chiloquin and Klamath Ranger Districts (SW Zone).

Located east of the Cascade Mountains in the high-elevation lava tablelands of south-central Oregon, in an area known as the "high desert," extensive stands of ponderosa and lodgepole pine grow on deep pumice and ash soils, while conifer-covered slopes stretch into the farmlands of the Great Basin, home of vast wetlands. The diverse habitats found in the area support a variety of wildlife—from deer, elk and bighorn sheep, to numerous water and wetland birds, including eagles, osprey, and herons.

More than 300 species of fish and wildlife can be found in the area. Game animals most often hunted include mule deer, Rocky Mountain elk, and pronghorn antelope. Several varieties of trout inhabit lakes and streams, and a few lakes support warm-water fish, such as large-mouth bass. Small populations of some of the larger predators (black bear, mountain lion, and bobcat) and a great variety of nongame species can also be found.

The Oregon-California border marks the southern boundary, while its eastern boundary includes part of the Warner Range. To the north and west, the Forest is bounded by the Deschutes, Rogue, and Umpqua National Forests. Three wilderness areas can be found on the combined forest: Mountain Lakes, Sky Lakes and Gearhart Mountain Wilderness. Picturesque rock formations cap most of the high-elevation ridge tops.

The Fremont-Winema NF Supervisor's Office (SO) is located on Highway 395, approximately a quarter mile south of the city center of Lakeview. It is housed within the Lakeview Interagency Office (LIO), and operates as part of the "Service First" agreement between the Fremont-Winema National Forest and the Lakeview District, Bureau of Land Management. This agreement allows many resources to be shared between the two agencies.

Employees on the Fremont-Winema work flexible schedules to allow greater opportunities to manage personal time and to find a balance between work and family life. Security measures are in place to insure the safety of all employees. General operating hours for the LIO are 7:45 a.m. to 4:30 p.m. Housing or bunkhouse facilities are not available.

About the Community

Lakeview is known as the "Tallest Town in Oregon," standing at an elevation of 4,800 feet. It is located in the high-desert outback of south-central Oregon and serves as the county seat. Lakeview is home to approximately 4,100 citizens including the adjacent areas located outside the town limits (2,294 within town limits). The basic industries have been generated by agriculture and timber resources. The town is surrounded by lands managed by Federal agencies including the Forest Service, Bureau of Land Management, and Fish and Wildlife Service.

**Students who are in good academic standing and have successfully completed four years of high school in Lake County have the opportunity to apply for the Collins-McDonald Trust Fund Scholarship or Bernard Daly Educational Fund. These funds can provide up to four years of tuition assistance. For more information, you can go to <http://www.edfed.com/planning-college/>

Lakeview is a very welcoming, full-service town. There are several locally owned restaurants, a grocery store, clothing, furniture and variety stores, banks and a credit union, beauty salons, motels, community swimming pool, computer dealer and repair shop, gift shop, public library, public golf course, tennis courts, florists, radio station, and more.

Lakeview is also serviced by a hospital and clinic complex, 19 churches of all major denominations, two elementary schools, a middle school, and a high school. The local newspaper is the [Lake County Examiner](#), which is published weekly. The [Herald and News](#) from Klamath Falls is available by subscription as is the [Oregonian](#) from Portland.

Real estate is plentiful and reasonably priced. Average three-bedroom, two-bath homes are available in the \$100,000 to \$150,000 price range. Homes in the outlying area with acreage are priced proportionately higher.

Lakeview is located at the intersection of Highways 140 and 395, and travel time is approximately two hours from Klamath Falls, three hours from Bend, three and a half hours from Ashland and Medford, seven hours from Portland, eight hours from San Francisco, and four hours from Reno.

Recreation opportunities include wilderness backpacking, hiking, boating, camping, sailing, fishing, biking, snowmobiling, cross country skiing, horseback riding, hunting, and bird watching. Downhill skiing and sledding opportunities are available locally at the Warner Canyon Ski Area; at Mt. Bachelor Ski Park in Bend, approximately three hours away; Mt. Shasta Ski Area in Mt. Shasta, California, approximately three and a half hours away; and Mt. Ashland Ski Park in Ashland, approximately three and a half hours from Lakeview. Within two and a half hours, you can reach Crater Lake National Park or Lava Beds National Monument.

Lake County Chamber of Commerce

126 North E Street
Lakeview, OR 97630
(541) 947-6040, or toll-free: 1-877-947-6040
<http://www.lakecountychamber.org/>

The purpose of this outreach notice is to inform prospective applicants of this upcoming opportunity and to determine interest in the position. To express interest, please complete the online Outreach Response form at the following link

<https://fsoutreach.gdcii.com?id=10D2F8C1006E4C7B87BA84EB9F44EBEF>

Responses must be received by **21 November 2019**

For more information or technical questions about the position contact:

William Dunk, Deputy Forest Supervisor, 541-947-6205, william.dunk@usda.gov

The Fremont-Winema National Forest is an equal opportunity Employer.

Thank you for your interest in our vacancy!