

# **Willamette National Forest** **Middle Fork Ranger District**

## **Support Services Supervisor Vacancy Announcement**

**Willamette National Forest  
Middle Fork Ranger District  
Westfir, Oregon**

The **Middle Fork Ranger District** is advertising **one permanent, full-time Support Services Supervisor, GS-0342-07** position with a duty station of Westfir, Oregon. The purpose of this Outreach Notice is to inform the potential applicant pool of this position. It will be filled utilizing the **R6 Open Continuous Register (OCR)**.

If you are interested in this position please complete the attached **Outreach Response Form** and return it to Duane Bishop, Middle Fork District Ranger at [duane.bishop@usda.gov](mailto:duane.bishop@usda.gov) via email or fax to (541)782-5319 no later than **November 15, 2019**.

### **APPLICANT INFORMATION**

The **OCR Vacancy Announcement** for this position is: **20-R6-OCR-342SSS-6-7G** and is posted on the U. S. Government's official website for employment opportunities at [www.usajobs.gov](http://www.usajobs.gov).

### **ABOUT THE POSITION**

The Support Services Supervisor (SSS) is responsible for a variety of administrative duties including procurement of supplies and equipment, management of government housing, tracking budget expenses, assisting with personnel documents, printing and mail services, records and correspondence management and supervision of front line and administration personnel. This position also monitors and assures smooth operation and excellent customer service of the front office and interaction with the public, providing accurate and up-to-date information to forest users and recreationists. The position also is a key member of the District Leadership Team.

### **ABOUT THE DISTRICT**

The Middle Fork Ranger District is the largest District on the Forest with nearly 750,000 acres and 160+ employees at peak summertime staffing. The District has the robust diversity of natural resources that are highly valued by the public and a number of successful forest restoration programs. There are over 600 miles of trails, 24 campgrounds, 3600 mile of road, a Scenic Byway, an OHV area and parts of three Wilderness Areas that attract people from around the world to come and explore the landscape.



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Forest restoration and working with local communities are important parts of the daily work on the district, which prides itself on being a high functioning team. The nearest community is Oakridge/Westfir which is a small town nestled at the base of the Cascades Mountain Range.

Eugene/Springfield is the second largest community in Oregon and is approximately 45 minutes from the District Office. Eugene is the home of the University of Oregon (the Ducks).

## **ABOUT THE WILLAMETTE NATIONAL FOREST**

The Willamette is a large, complex forest, encompassing over 1.7 million acres in Oregon, which stretches for 110 miles along the western slopes of the Cascades. There are four Ranger Districts, an experimental forest, and a diverse, integrated and challenging program of work. It is known for its numerous volcanic peaks, the forested Cascade Range, and three Wild and Scenic Rivers.

The area offers a stunning choice of year round recreation for day-trippers and vacationers alike from hiking, camping, fishing or skiing in the Cascade Mountains to picnicking or rafting along one of our scenic rivers. There are eight wilderness areas on the forest, which comprise 20% of the Forest land base. Mt. Jefferson, Diamond Peak, Three Sisters and the Mt. Washington Wilderness Areas are co-managed with the Deschutes National Forest. There are three designated Off-highway vehicle areas on the forest, two nationally designated scenic byways, and several recreation cabin rentals. The Forest special uses program includes two ski resorts, two concession permits for major campground complexes, a marina, numerous outfitters and guides, numerous recreation residences, nationally recognized mountain bike events, and organizational camps. The Forest manages a recreation fee program, and offers popular dispersed recreation opportunities near water and lakeshores.

**FOR MORE INFORMATION** about the Willamette National Forest, please visit our web site at:

<https://www.fs.usda.gov/willamette>

**FOR MORE INFORMATION** about this vacancy please contact:

**Duane Bishop**  
**Middle Fork District Ranger**  
**541-782-5320**  
**duane.bishop@usda.gov**



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**Willamette National Forest Outreach Response Form**  
**Due: 11/15/2019**

Attn: **Duane Bishop**  
Title of Position: **Support Services Supervisor**  
Pay Plan, Series, Grade: **GS-0342-07**

**Response Information:**

Name:

E-mail Address:

Phone:

**Are you a current federal employee?**            Yes \_\_\_\_\_    No \_\_\_\_\_

Agency \_\_\_\_\_

Location \_\_\_\_\_

Current Position, Series, and Grade \_\_\_\_\_

Fire qualifications: \_\_\_\_\_

**Please answer the following questions (optional):**

**Brief description of your qualifications:**

**Describe skill level and interest:**

**Please remember to attach your resume and any other supporting documentation you would like us to consider in this process.**

## Do you qualify for any of the following programs?

VRA – Veterans Recruitment Appointment Authority (*disabled veterans, veterans who served in a declared war, or in a campaign for which a campaign badge has been authorized, or awarded a Armed Forces Service Medal, and separated from active duty in the past 3 years*)

Military Spouse Hiring Authority (*Military spouses eligible under Non-competitive Appointment of Certain Military Spouses do not have a hiring preference; however, this appointing authority does provide for non-competitive entry into the competitive service. There are three categories that determine eligibility: those who are relocating with their service-member spouse as a result of permanent change of station (PCS) orders, spouses of service members who incurred a 100% disability because of the service member's active duty service, and spouses of service members killed while on active duty.*)

VEOA – Veterans Employment Opportunity Authority (*allows eligible veterans to apply for merit promotion vacancies otherwise not open to external candidates without career status*)

Prior AmeriCorps/VISTA (*persons are granted a one-year period to be non-competitively appointed to a normally competitive Federal position after leaving the Peace Corps or AmeriCorps VISTA with a certification of eligibility*)

30% Disabled Veterans Appointing Authority (*disabled veterans who were retired from active military service with a 30% or more disability rating; disabled veterans rated by the Veterans Affairs as having a compensable service-connected disability of 30% or more*)

Prior Peace Corps (*former Peace Corps volunteers who have satisfactorily completed 3 years of continuous service into career or career-conditional permanent positions*)

Schedule A Disabled Persons Hiring Authority (*persons with physical or mental disabilities certified by a licensed medical professional, Veterans Administration or a State Rehabilitation Agency as eligible*)

Reinstatement Rights (*agencies may reappoint people previously employed under a career or career-conditional appointment by reinstatement to a competitive service position*)

Pathways Student Hiring Authority (*Internship Program: current students in an accredited high school, college [including 4-year colleges/universities, community colleges, and junior colleges]; professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate; Recent Grads Program: recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution*)



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