



OUTREACH NOTICE

Term Position



USDA FOREST SERVICE
Pacific Northwest Research Station - Resource Monitoring and Assessment Program
GS-0343-12, Management and Program Analyst (Project Manager specialization)

Please reply by June 10, 2020

The Pacific Northwest Research Station is outreaching for a GS-0343-12 Management and Program Analyst (Project Manager) for a 2-year term position with the possibility of extension up to 4 years, to be located at the Portland Forestry Sciences Laboratory in Portland, OR.

This position serves as a project manager for a research initiative focused on carbon dynamics for land and watershed managers. The incumbent will work across programs and with external stakeholders to support strategic planning, scheduling, coordinating, monitoring, and evaluating research projects and resources. Excellent communication skills are required to create transparency around expectations, deliverables, and timelines with project sponsor, science leaders, and participants. The incumbent will facilitate meetings, accomplishment tracking, and communication among multiple research projects.

Major responsibilities include coordinating and developing long-range plans, research proposals, and resource estimates for research projects given appropriated funds. Assesses risks, develops alternative strategies, and assists in keeping projects on track to deliver outcomes in a timely manner. Analyzes and evaluates the effectiveness of program and project operations in meeting established goals and objectives; develops life cycle cost analyses of projects or performs cost benefit or economic evaluations of current or projected programs; advises on the distribution of work among positions and organizations and the appropriate staffing levels and skills mix. Uses project management tools to assess project risks, mitigation strategies, milestones, resources, and delivery of specified outcomes. Works collaboratively to ensure that actions plans are developed across the Research Station in conjunction with clients, and that they are properly documented.

We are looking for an individual who:

- Has strong project management and coordination skills
- Has a positive customer service attitude and strong work ethic
- Is a team player who enjoys working with others to accomplish a common goal
- Enjoys a challenge, and has excellent problem-solving and planning skills
- Has the ability to cope well with changing direction, multiple priorities, and fast-paced work
- Has the ability to communicate and work well with diverse groups of people, including science leadership, scientists, land stewards, and a variety of interested stakeholders.

If you are interested, please complete and return the attached Outreach Response Form by June 10, 2020, with a resume or short description of education, experience, and other qualifications to: [Sharon Stanton](#), Resource Monitoring and Assessment Program Manager, and feel free to call at 971-280-0858 if you have any questions.

Position of Interest: Pacific Northwest Research Station - Management and Program Analyst (Project Manager)	
Series/Grade: GS-0343-12	
Location: Portland, Oregon	
Applicant Information	
Name:	E-Mail Address:
Mailing Address:	
Work Phone:	Alternate Phone:
Agency Employed with: <input type="checkbox"/> USFS <input type="checkbox"/> BLM <input type="checkbox"/> NPS <input type="checkbox"/> Other _____	
Type of Appointment: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Term <input type="checkbox"/> VRA <input type="checkbox"/> PWD <input type="checkbox"/> Other <input type="checkbox"/> Not Current Employee	
Current Region/Forest/District:	
Current Series And Grade If Applicable:	
Current Position Title:	
Where Did You Hear About Vacancy/Outreach?:	
If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:	
<input type="checkbox"/> Reinstatement <input type="checkbox"/> Veterans Readjustment <input type="checkbox"/> Disabled Veteran with 30% Compensable Disability <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998	<input type="checkbox"/> Person with Disabilities <input type="checkbox"/> Former Peace Corps Volunteer <input type="checkbox"/> Pathways (former Student Career Experience Program) <input type="checkbox"/> Other
Additional Remarks	
Briefly explain your interest in this position and attach a copy of your resume. Please indicate if you are interested in the permanent position, or the detail/temporary promotion, or both. Respond by June 10, 2020 to Sharon Stanton	

To complete form, use tab key to move between fields (gray blocks), or left click on any field. Entries in check box fields are made by a double click to select or unselect. Type entries in other fields. Submission of this form is voluntary ~ Thanks for your interest!