



120 DAY TEMPORARY PROMOTION AND PERMANENT FILL OUTREACH NOTICE

Recreation Management Specialist – GS-0301-09

**Helena-Lewis and Clark National Forest, Helena and Townsend Ranger
Districts, Duty Station: Helena, MT**

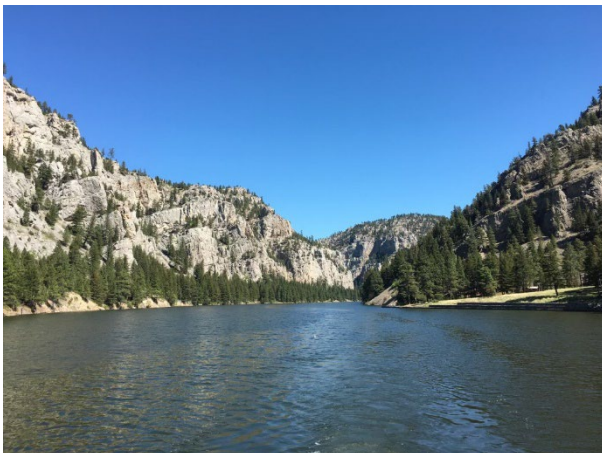
Reply by: 09/08/2023

THE POSITION:

This position is located on the HelTown Recreation Zone of the Helena-Lewis & Clark National Forest. Specific duty location is Helena, MT, with regular travel to Townsend, MT (during shift, not overnight) expected. The position is responsible for planning, developing, administering, and executing work plans and projects for wilderness, recreation, trails, and recreation special uses activities for the HelTown recreation and trails program, which encompasses the Helena and Townsend Ranger Districts. A successful candidate will have strong partnership, leadership, communication, and collaborative skills. The position eligible for situational telework.

MAJOR DUTIES:

- Planning:
 - Participates in the development and administration of annual work plans for wilderness, trails, special uses and recreation resources in compliance with agency guidelines and direction.
 - Develops plans for use of wilderness areas, construction and maintenance of trails, parking areas, trailhead facilities, campgrounds, and other developed recreation sites in consultation with other resource personnel. Recommends changes based on management objectives.
 - Participate in grant writing, grants and agreements management, planning, project development, and project implementation.
- Implementation:
 - Implements wilderness, recreation, special uses and trail plan objectives.
 - Inspects the full range of wilderness and recreation special uses, administers special use authorizations for outfitter/guides, recreation events, as well as other recreation special uses.
 - Participates in recruitment and management of volunteer groups and other partnerships including establishing agreements and operating plans.
 - Processes recreation special use applications including on-the-ground investigations of site suitability, screening levels, and preparation of associated NEPA reports. Prepares special use





permits, prepares and tracks bills for collection, and performs evaluations. Performs annual inspections of permittees and prepares reports.

•Monitoring:

- Conducts surveys and studies of wilderness areas, recreation facilities, trails, and their present visitor use and demand.
 - Performs inventories and monitoring to determine resource conditions and proposes rehabilitation plans.
 - Initiates public contact in the field to educate visitors and protect resources.
 - Gathers relevant information and project cost for field operations and maintenance of wilderness areas, trails, and recreation facilities.
 - Uses INFRA, SUDS, TRACS and other databases to maintain unit information in order to monitor wilderness, special uses, trails and recreation program activities.
- Performs supervisory duties for permanent and/or temporary employees. Plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees.



CONTACT AND OUTREACH RESPONSE:

This notification is being circulated to inform prospective applicants of this opportunity. We may consider a different grade, job series, or a career ladder. We anticipate a detail opportunity to start in the fall of 2023, exact timing will be determined based on the response to this outreach.

If you are interested in a permanent full time and/or temporary promotion/detail (not-to-exceed 120-days), **please respond to this outreach by September 8, 2023. Complete the attached outreach response form and send it along with a resume to Mandy Alvino at mandy.alvino@usda.gov.**

The Outreach is also available in the Outreach Database: <https://fsoutreach.gdci.com/Outreach/>

ABOUT THE FOREST:

The Helena-Lewis and Clark National Forest covers 2.85 million acres and spans across portions of 17 Montana counties. The Forest straddles the Continental Divide and encompasses headwaters of both the Missouri and Columbia River systems. Elevations range from about 3,500 feet to over 9,000 feet. Vegetative cover varies from rolling grassland interspersed with timber patches at the lower elevations, solid timber on the steeper middle and upper slopes, to subalpine types or bare ridges in the high country. Additional Forest information can be found at www.fs.usda.gov/hlcnf.

The Helena and Townsend Ranger Districts are home to the Gates of the Mountains Wilderness, four



recommended wilderness areas, two National Recreation Trails, the Continental Divide National Scenic Trail, Mann Gulch Historic District, and the only wildlife management unit in the National Forest System, the Elkhorns Wildlife Management Unit. The recreation and trails program has an awesome team of 5.5 permanent staff in addition to 8-12 temporaries in any given summer and is lead by two district rangers. The program has over a dozen formal partnerships with external groups and accomplishes many trail/recreation projects using agreements and grants.

ABOUT THE COMMUNITY:

Helena is the state Capital and is located roughly half-way between Glacier and Yellowstone National Parks. For water enthusiasts, Helena is centrally located to many lakes and rivers. In addition to the many lakes and rivers, Helena is also home to the Great Divide ski area which offers many miles of downhill skiing. There are also many miles of groomed trails for those looking to cross-country ski or snowmobile. These activities are easily accessed and within a 30-minute drive from the city. Also, the City of Helena owns and manages almost 2,000 acres of open lands and trails surrounding Helena providing citizens with access to a variety of recreational opportunities.

Additional links:

- Helena-Lewis and Clark National Forest:
<https://www.fs.usda.gov/hlcnf/>
- Helena Area Chamber of Commerce:
<https://helenachamber.com/>
- City of Helena:
<https://www.cityof.com/mt/helena/local/government>





HELENA-LEWIS & CLARK NATIONAL FOREST OUTREACH RESPONSE FORM

Position Title:	Recreation Management Specialist		
Series/Grade:	GS-0301-09		
Location:	Helena, MT		
Applicant Information			
Name:		E-Mail Address:	
Current Title, Series, Grade			
Current Organization/Location:			
Current Appointment:	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Term <input type="checkbox"/> Not Current Employee		
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"/> Disabled Veteran with 30% Compensable Disability <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998 <input type="checkbox"/> Other		<input type="checkbox"/> Person with Disabilities <input type="checkbox"/> Former Peace Corps Volunteer <input type="checkbox"/> Demonstration Project (external recruitment from the general public)
Position Interest			
I would like to be considered for this position in the series identified.			
	<input type="checkbox"/>	Series currently identified and classified	
	<input type="checkbox"/>	Other appropriate series for which I am qualified:	
I would like to be considered for this position at the grade level identified.			
	<input type="checkbox"/>	Target grade level currently identified.	
	<input type="checkbox"/>	Other grade level for which I am qualified (below target grade):	
I wish to be considered for this position(s) as:			
	<input type="checkbox"/>	Permanent Assignment (lateral/promotion/change to lower grade)	
	<input type="checkbox"/>	Detail or Temporary Promotion Opportunity	
Applicants May Use This Space to Identify Special Qualifications, Interests, and Needs or Provide Other Information:			

Contact Person:	Mandy Alvino
Response Due By:	September 8, 2023
Phone Number:	(406) 495-3735
e-mail address:	mandy.alvino@usda.gov