



USDA Forest Service
Pacific Northwest Region
Willamette National Forest, Springfield, OR
Siuslaw National Forest, Corvallis, OR

OUTREACH NOTICE

Permanent Full-Time

Public Affairs Specialist (Web Manager/Publications Officer)

GS-1035-09

Willamette National Forest/Siuslaw National Forest (shared position)

Springfield, Oregon

Recruitment emphasis is being given to respondents who qualify for special hiring authorities such as Resource Assistants, Schedule A, Veteran's Recruitment Appointment, etc.

The Willamette and Siuslaw National Forests plan to advertise one permanent, full-time Public Affairs Specialist (GS-1035-09) position to be shared between the two forests. The purpose of this notice is to inform the potential applicant pool of this position. The duty station is Springfield, Oregon, with regular travel expected to Corvallis, OR, where the Siuslaw is headquartered. Please complete the attached outreach response form if you are interested in the position, and return it to Tammy T. Robinson, Willamette Public Affairs Officer, at tammy.t.robinson@usda.gov by **December 18, 2019**. Contact Tammy via email or at 541.650.2765 with any questions about the position. Additionally, you may also contact Lisa Romano, Siuslaw Public Affairs Officer, at lisa.romano@usda.gov or 541.750.7075.

ABOUT THE POSITION

The incumbent serves as the Web Manager/Publications Officer who works for the Willamette National Forest (60% of the time) and for the Siuslaw National Forest (40% of the time). The incumbent is responsible for managing both Forests' public facing websites, Twitter and Facebook accounts. Additionally, the incumbent will design communications materials and manage printing and publication requests while working with the regional Visual Information Specialist. Additional public affairs duties may be assigned.

The Willamette has a diverse and busy public affairs program with a variety of partners, media, elected officials and a diverse, interested public. The public affairs program of work includes considerable fire-related work in the summer months, engagement with recreation and tourism issues, management of an urban youth engagement program, including representing the Region at the State Fair, and issuance of 35-45 press releases annually, and leadership of Frontliners' training.

The Siuslaw National Forest encompasses forest land in the coast range, extending all the way to the ocean. The public affairs program not only covers media and congressional inquiries, but supports a variety of interpretative, partnership and community engagement programs on the Oregon Coast. Occasional travel to the Siuslaw National Forest supervisor's office or ranger districts will be expected.

THE DUTY STATION

The duty location is Springfield, Oregon. Springfield has a population of a little over 59,000 people. Nearby Eugene is the second-largest city in Oregon, with a population of a little over 156,000 people. The combined Eugene-Springfield Metropolitan area is the third largest in the state.

FOR MORE INFORMATION

Visit <http://www.fs.usda.gov/willamette> for more information about the Willamette National Forest, and visit <http://www.fs.usda.gov/siuslaw> for more information about the Siuslaw National Forest.

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Outreach Response Form

Public Affairs Specialist GS-1035-9

PLEASE RESPOND NO LATER THAN DECEMBER 18, 2019

Complete this form and send it, along with a resume, to Tammy T. Robinson using one of the following methods:

E-mail: tammy.t.robinson@usda.gov

Ground Mail: 3106 Pierce Parkway, Suite D, Springfield, OR 97477

PERSONAL INFORMATION

Name: _____ Date: _____
Address: _____
City: _____ State: _____
E-Mail: _____ Phone: _____

EMPLOYMENT

Are you currently a Federal Employee? Yes No

If Yes:

Name of your Agency & Location: _____
Current title/series/grade: _____
Appointment Type: Permanent Term Temporary

If No:

Current Employer: _____
Current Position Title & Salary: _____

Are you eligible for appointment under any of the following special authorities?

- Former Peace Corps
- Person with Disabilities
- Student Employment Program
- Veteran with 30% Compensable Disability
- Veteran's Employment Opportunities Act of 1998
- Veteran's Readjustment
- Reinstatement Eligibility
- Other

Briefly describe your qualifying experience:

Thank you for your interest in the position.

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