**Willamette National Forest**

**OUTREACH NOTICE**

**Administrative Operations Specialist**

**GS-0301-09**

**Detroit Ranger District**

**Detroit, Oregon**

**Detail/120 Day Temporary Promotion and Permanent Position**

The Detroit Ranger District is outreaching for a detail/120-day Temporary Promotion for an **Administrative Operations Specialist GS-0301-09** position with a duty station of Detroit, Oregon. We are also looking for a permanent fill for this position as well.

Applicant **must be a current federal employee** and meet the minimum qualifications to be considered. The purpose of this Outreach Notice is to inform the potential applicant pool of this position.

**If interested in the position please:**

* Complete the Outreach Response Form below
* Email the completed form along with your resume to:

**Recreation Staff Officer – Kat Smith –**[**katherine.smith@usda.gov**](mailto:katherine.smith@usda.gov)

or

**Acting Detroit District Ranger - Cameron Mitchell -** [**cameron.mitchell@usda.gov**](mailto:cameron.mitchell@usda.gov)

**Please respond as soon as possible but no later than**

**5:00pm Pacific Standard Time**

**November 4th, 2022**

**ABOUT THE POSITION**

The Administrative Operations Specialist (AOS) reports to the District Ranger and serves as a primary staff member on the district and to the staff in the Supervisor’s Office.

This position provides advice, counsel, and/or instruction to staff members on both work and administrative matters. The incumbent will plan, direct, and coordinate a variety of office service programs that principally support office functions. The AOS will serve on the district leadership team.

Services that the AOS will oversee include (but are not limited to) correspondence data base, communications, visitor, and information services including educational and interpretive programs, procurement of administrative supplies and equipment, printing, property management, space management, records management, mail service, front desk operations, quarters, and office equipment maintenance. The incumbent may serve as the Contracting Officers Representative for lease and janitorial contracts. The AOS will provide informal feedback and evaluate employee performance for three permanent positions and two seasonal frontline positions.

The AOS will provide oversight and coordinate cost pool accounts with the budget officer to provide information, monitor budgets, and submit requests or changes.

The AOS will serve as the district hiring manager, creating outreaches, submit and monitor SF-52 actions for permanent, temporary and detail opportunities. The AOS manages this on and off boarding processes for all personnel and serves as district onboarding buddy.

The AOS will make interpretations, decisions, and provide advice to the District Ranger and district staff in applying laws, regulations, directives, and policies to the solution of a wide variety of administrative problems dealing with acquisitions, payroll, human resources, volunteer resources, partnerships, etc.

**ABOUT THE DISTRICT**

The Detroit Ranger District manages approximately 300,000 acres including the Mt. Jefferson Wilderness located along the Cascade Crest, the Opal Creek Scenic Recreation Area and Wilderness and Detroit Lake. The district offers a wide variety of recreation opportunities including: backpacking, hiking, fishing, hunting, cross-country and downhill skiing, rafting, canoeing, sailing, bicycling and horseback riding.

Detroit is located in the North Santiam River Canyon, in the heart of the Cascades, approximately 50 miles east of Salem along Highway 22 and 70 miles west of Bend. The North Santiam Canyons economic base is heavily supported by tourism in the Detroit Lake area and also a strong local timber industry. Detroit Lake is a popular lake in Oregon known for its excellent waterskiing, boating, fishing and camping. ***The area was heavily impacted during the 2020 fire season from the Beachie Creek and Lionshead fires. The Ranger District and commuties within the canyon are in the process of rebuilding as a result of these fires.*** There are several small communities in the vicinity of the Ranger District including Detroit, Idanha, Gates, Mill City (nearest school district and medical facility), Mehama and Lyons. Some employees commute from Salem and Stayton (nearest hospital). Housing is available in the North Santiam Canyon. Government housing may be available for rent at the Detroit Ranger Station.

**FOR MORE INFORMATION about the Willamette National Forest,** please visit our web site at: <https://www.fs.usda.gov/willamette>

# For more information for this permanent opportunity contact.

Katherine Smith, Recreation Staff Officer

Phone: 971-283-4706

Email: [**katherine.smith@usda.gov**](mailto:katherine.smith@usda.gov)

**OUTREACH RESPONSE FORM**

**Detroit Ranger District, Willamette National Forest**

***Administrative Operations Specialist GS-0301-09***

If you are interested in this position, please complete the information below and attach it to an e-mail and return to: [**katherine.smith@usda.gov**](mailto:katherine.smith@usda.gov) **or** [**cameron.mitchell@usda.gov**](mailto:cameron.mitchell@usda.gov)**.** If you have questions, contact Kat Smith at 971-283-4706.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell us how we can contact you:

Postal Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street city state zip code

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a Federal employee? YES \_\_\_\_ NO \_\_\_\_

IF YES: Current Agency and location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current title/series/grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Appointment: Permanent Term Temporary

**Position Type of Interest? Please check all that apply.**

**□** 120-Day Detail **□** Temporary Promotion **□** Permanent

If you are not a current permanent (career or career conditional) employee, indicate whether you are eligible for appointment under any of the following special authorities:

\_\_\_\_\_ Person with Disabilities

\_\_\_\_\_ Veterans Recruitment Act

\_\_\_\_\_ Former Peace Corps Volunteer

\_\_\_\_\_ Disabled Veteran w/30% Compensable Disability

\_\_\_\_\_ Student Intern Program

\_\_\_\_\_ Veterans Employment Opportunities Act of 1998

\_\_\_\_\_ Other

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

Are you interested in the Detail/Temp Promotion/Permanent Position?

Briefly describe why you are a qualified candidate:

Describe skill level and interest:

**Please attach your resume and any supporting documentation for consideration in this process.**