**Outreach Announcement**

**Forest Products Resource Specialist**

**GS-1101-5/7/9 Lolo National Forest**

**Duty Location:** Missoula, MT

**Submit outreach response by: COB August 31, 2023**

**Introduction:** The Lolo National Forest is looking for a highly motivated detail-orientated individual with excellent administrative skills to serve as the Forest Products Resource Specialist for the Lolo National Forest.

**Duties:** Resource Specialist Duties: This positon will work directly with the Timber Contracting Officer in support of all aspects of the below duties. General description of duties are as follows:

• Serves as the Forest’s subject matter expert ensuring the Forest Products Financial System (FPFS) is applied in a manner which safeguards accuracy and proper procedures. This includes conducting audits, reconciliation of timber accounting codes and collections. Manages and reviews District sale administration personnel inputs to maintain a high degree of accuracy and accountability.

• Analyzes timber sale contracts to assure documents comply with appraisal, current direction, procedures, laws, and regulations. Reviews timber sale statements of account and synopsis to assure correct and current rates are used for all species. Audits scale records or tree measurement tally sheets and coordinates the processing of the data. Audits stewardship/ conservation credits to ensure agreement with contract, correct balances carried forward and correct information submitted to the Forest Products Financial System (FPFS)

• Provides regulatory assistance/direction to members of the team, including Sale Administrators, Forest Service Representatives, Timber Management Staff, and the Contracting Officer.

• Responsible for oversight of forest product permits including input into the TIM reporting program, correct billings, and collections as issued by the Forest, and assures their accuracy.

• Provides backup assistance to the GS-11 Resource Specialist and makes decisions as necessary in order to complete work assignments pertaining to timber sale/stewardship contracts and permits.

• Tracks all timber sale/stewardship contract financial collections assuring they are processed in Lockbox, FPFS, FMMI, and are reflected on the timber statement of account. Establishes controls to assure that all timber collection of revenues and deposits such as brush disposal, sale area improvements, road maintenance, interest, etc., are billed, collected and deposited to the proper accounts. Analyzes or ensures audit of payment documents, transfers and accounting adjustment vouchers for input and submission through MISCPAY to the National Finance Center (NFC) for timber sales and stewardship contracts. Performs the work relating to input, output, review, and analysis, posting and adjustments of the accounts.

**How to Respond**

Interestedapplicants must submit the attached outreach response form to Dan Castillo at daniel.castillo@usda.gov by close of business **August 31, 2023**

**Lolo National Forest:**

The 2.3 million Lolo National Forest (NF) in west central Montana is one of ten national forests in Montana. Created in 1906, the Lolo NF now includes former national forests originally named the Cabinet, Hell Gate, Missoula, and Selway National Forests. It’s located west of the continental divide and influenced by both continental and maritime climates. These climates provide for a wide range of environmental gradients producing a forest of high diversity. Diverse ecosystems range from wet, western red cedar bottoms to high alpine peaks, and forests of alpine larch and white bark pine.

These diverse ecosystems are home for 17 conifer and 5 hardwood tree species, over 300 bird species, at least 20 fish species, over 60 mammal species and an estimated 1,500 plant species, including 250 non-native plant species. Within the Lolo NF, are record-sized trees, the Montana Champion ponderosa pine located in the Fish Creek drainage and a national co-champion western larch near Seeley Lake.

Elevation ranges from less than 2,400 ft. on the Clark Fork River below Thompson Falls to many peaks over 7,000 ft. and topping out at over 9,000 ft. at Lolo Peak near the town of Lolo and Ptarmigan Point near Seeley Lake. The highest point is Scapegoat Mountain within the Scapegoat Wilderness. More information about the Lolo National Forest can be found at [www.fs.fed.us/r1/lolo/](http://www.fs.fed.us/r1/lolo/).

**About Missoula:**

Missoula, Montana is located near the confluence of the Clark Fork and Bitterroot Rivers. It has a population of about 67,000 serving a trade area with over 300,000 people. Consequently, the city has excellent amenities for its size. Missoula is home to the University of Montana, College of Technology, three public and two private high schools, and several public and private elementary schools. Neighborhoods and residential settings are diverse, ranging from urban to very rural. There are two large hospitals, which provide a full array of inpatient and outpatient services, and many other independent health care practitioners. The growing season is 137 days with an average mean rainfall of 13.5 inches, and an average mean snowfall of 42.5 inches. Average annual temperature is 44.6 F, with a daily minimum of 15.4 F in January and daily maximum of 83.4 F in July. Recreation facilities and opportunities are abundant, including public golf courses, parks, tennis courts, swimming pools, health clubs, softball diamonds, ice rinks, and hiking trails. Numerous area rivers provide for rafting, fishing and swimming opportunities. There are four downhill ski areas within a two hour drive, and cross country ski and snowmobile trails.

Montana has personal income tax and property tax, but no sales tax. Home prices in and around Missoula vary, an average 3 bedroom 2 bath home will cost between $400,000 and $550,000. Both apartments and houses are available for rental though rent is quite variable depending on neighborhood and home size.

For more information about Missoula, go to <http://www.ci.missoula.mt.us/>.

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| Reply by: August 31, 2023 | LOLO NATIONAL FOREST OUTREACH RESPONSE FORM |  |

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 single click to select or unselect. Type entries in other fields.

Position Identification

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| Position Title: | **Forest Products Resource Specialist** |
| Series/Grade: | GS-1101-5/7/9 |
| Duty Location: | Missoula, MT |
| Applicant Information |
| Name: |   | E-Mail Address: |   |
| Current Title, Series, Grade |   |
| Current Organization/Location: |   |
| Work Phone: |  | Alternate Phone: |  |
| Current Appointment: | [ ]  Permanent [ ]  Temporary [ ]  Term [ ]  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: |
| [ ]  Reinstatement[ ]  Disabled Veteran with 30% Compensable Disability[ ]  Veteran’s Employment Opportunities Act of 1998[ ]  Other       | [ ]  Person with Disabilities[ ]  Former Peace Corps Volunteer[ ]  Demonstration Project (external recruitment from the general public) |
| Position Interest |
| I would like to be considered for this position in the series identified. |
|  | [ ]   | *Series currently identified and classified* |
|  | [ ]  | *Other appropriate series for which I am qualified* |
|  | [ ]  | *Target grade level currently identified* |
|  | [ ]  | *Other grade level for which I am qualified (below target grade)* |

Applicants May Use This Space to Identify Special Qualifications, *Interests, and Needs or Provide Other Information:*

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Interestedapplicants must submit the attached outreach response form by email to Contracting Officer, Dan Castillo (daniel.castillo@usda.gov) by August 31, 2023. Thank you for your interest in our vacancy.