**R1 Grants Management Specialist, GS-1109-5/7 full potential 11**

**Permanent Positions**

A grassy field with trees and mountains in the background

Description automatically generated

The Northern Region is conducting an outreach for interest in 5 to 7 permanent Grants Management Specialist positions, **GS-1109-5/7 full potential 11**. The duty station is likely in Missoula, Montana however remote options withing Region 1 or within the geographic areas of adjacent Regions in the Pacific and Mountain time zones and within 49 miles of a Forest Service office will be considered for the detail and based on outreach responses and analysis possibly for the permanent position. Responses to this outreach notice will help us determine how to advertise the positions and which candidates will be considered. Lateral reassignments, temporary promotions, and details will be considered based on outreach response. If you are interested in any of these positions, your response is greatly appreciated. Please respond in the Outreach Database and by completing and sending the attached **Outreach Response Form** and **Resume** to Kim Pierson, Director of Public and Governmental Relations, Grants, Agreements, and Partnerships, by **August 31, 2023**. For further information please contact Kim Pierson, [kimberly.pierson@usda.gov](mailto:kimberly.pierson@usda.gov) or (208) 630-4139.

**DUTIES**

The Northern Region (R1) Office of Grants & Agreements (OGA) will be advertising for 5 to 7 permanent full-time **GS-1109-5/7 full potential 11 Grants Management Specialists**. The positions will report to one of the Lead Grants and Agreement Specialists. The positions will be filled at the GS 5 or GS 7 level only but have a career ladder with a full potential GS11.

**Duties listed for GS-5**.

* Performs work usually consisting of specific, related tasks that are selected to orient the employee to the practical application of grant and agreement management functions. Receives formal and on-the-job instruction and training designed to familiarize the employee with functions and operations of the organization, and to provide experience in the practical application of grants management principles, techniques, and concepts.
* Participates in the review of statements of work and financial plans to determine the appropriate grant or agreement instrument and applicable provisions.
* Assists in the analysis of straightforward budget proposals and financial plans to assess the partners' ability to meet financial performance requirements associated with agency programs.
* Performs standardized duties in support of the execution and administration of grants and agreements.
* In support of modifications, tracks payments and funds balance; in addition, develops status and statistical information.
* Assists in the close out of agreements/grants and upon completion of project activities.
* Provides information and assistance to others relating to grant and agreement management work and prepares correspondence. Establishes working relationships with program and partner management personnel. Prepares letters, memoranda, documents, or reports that support grant and agreement activities.

**Duties listed for GS-7**.

* Reviews statements of work and financial plans to determine appropriate grant or agreement instrument and applicable provisions.
* Participates in the negotiation of terms and conditions of proposed grants and agreements, including cost, schedule, administrative and fiscal matters.
* Analyzes straightforward budget proposals and financial plans to assess the partners’ ability to meet financial performance requirements associated with agency programs. Examines projected program income and negotiated indirect cost rate agreements.
* Performs standardized duties in support of the execution and administration of grants or agreements. Assists in the preparation of grants and agreements documents required to facilitate their administration.
* Participates in the administration of straightforward grants and agreements. Assists in the resolution of problems and conflicts in order to meet agency schedules. In support of modifications, tracks payments and funds balance, and develops status and statistical information.
* Assists in the close out of agreements/grants and reconciliation of expended funds.
* Provides information and assistance to others relating to grant and agreement management work and prepares correspondence. Establishes working relationships with program and partner management personnel.

**This position has a career ladder with a full potential GS 11.**

***Additional Information:***

Please contact Kim Pierson, Director of R1 Public and Government Relations, Grants, Agreements, and Partnerships, at 208-630-4139 or [kimberly.pierson@usda.gov](mailto:kimberly.pierson@usda.gov) if you have any questions regarding this position.

***How to Respond:***

Respond directly in the outreach database and/or complete the attached Outreach Interest Form.

***Please Note:***

The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement (e.g., target grade, multi-grade, service-wide, and government-wide). Responses received from this outreach notice will be relied upon to make this determination.

***The Duty Station:***

Remote within the geographic area of the Northern Region (North Idaho, Missoula, Dakotas) or within the geographic areas of adjacent Regions in the Pacific and Mountain time zones and within 49 miles of a Forest Service office.

**OUTREACH RESPONSE FORM**

**R1 Grants Management Specialist, GS-1109-5/7 full potential 11**

**Permanent Positions** Please complete the information below and submit the **form** and a **resume** to Kim Pierson at [kimberly.pierson@usda.gov](mailto:zachary.parsons@usda.gov). **Please respond by August 31, 2023.**

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| **Applicant Information** | | | | | | | |
| **Please indicate your interest in: \_\_\_\_\_\_ Permanent appointment** | | | | | | | |
| **Name:** |  | | | | **E-Mail Address:** | |  |
| **Mailing Address:** | |  | | | | | |
| **Work Phone:** | |  | | | **Alternate Phone:** | |  |
| **Agency Employed with:** | | | **USFS Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Type of Appointment:** | | | **Permanent  Temporary  Term  VRA**  **Other  Not Current Employee** | | | | |
| **Current Region/Forest/District:** | | |  | | | | |
| **Current Series And Grade If Applicable:** | | |  | | | | |
| **Current Position Title:** | | | |  | | | |
| **Are you eligible to be hired under any of the following authorities:** | | | | | | | |
| **Reinstatement**  **Veterans Recruitment Act**  **Disabled Veteran with 30% Compensable Disability**  **Veteran’s Employment Opportunities Act of 1998** | | | | | | **Person with Disabilities**  **Former Peace Corps Volunteer**  **Demonstration Project (external recruitment from the general public)**  **Other** | |
| **Additional Remarks** | | | | | | | |
| Please use this space to identify special qualifications, interests, needs, or provide other information. **Please explain why you are interested in the permanent appointment.** | | | | | | | |