**OUTREACH NOTICE:**

**Web Management Specialist (one position)**

Custer Gallatin, Beaverhead-Deerlodge, Helena-Lewis and Clark National Forests and Dakota Prairie National Grasslands

**Telework Eligible**

**GS-1035-07/09**

Are you looking to join a team of communication professionals to promote the prairies, badlands, pine savannas and mountains that span from the Rocky Mountains of Montana, east across much of North Dakota and portions of South Dakota!  We are looking for an inclusive team-player, who is savvy with tech, to manage the websites for the Dakota Prairie Grasslands, Helena-Lewis and Clark, Beaverhead-Deerlodge, and Custer Gallatin National Forests. The forests span some the most rugged, ecologically, culturally, socially, and economically diverse areas in the Northern Region. This web position will be a formidable challenge for the successful candidate, however there is plenty of room for progressiveness, innovation and creativity.  In this role you will help the units meet the needs and demands of our online customers, help communicate emerging issues, and ultimately be the first welcoming interface or digital front desk that folks will encounter before visiting their public lands.

The units will be filling **one** GS-1035-7/9, Web Manager position. This is a permanent, full-time position working primarily virtually. Occasional, but limited travel may be necessary. This notification is being circulated to inform prospective applicants of the upcoming opportunity. Government housing is **NOT** available.

**This outreach will be open until May 13th, 2022.** Check out the unit’s websites at:

* Dakota Prairie National Grasslands - [www.fs.usda.gov/dpg](http://www.fs.usda.gov/dpg)
* Helena-Lewis and Clark National Forest - [www.fs.usda.gov/hlcnf](http://www.fs.usda.gov/hlcnf)
* Beaverhead-Deerlodge National Forest - [www.fs.usda.gov/bdnf](http://www.fs.usda.gov/bdnf)
* Custer Gallatin National Forest - [www.fs.usda.gov/custergallatin](http://www.fs.usda.gov/custergallatin)

**Position Overview**

This position will be supervised by the Custer Gallatin Forest Public Affairs Officer, located in Bozeman, Montana. This is a non-supervisory position. The successful candidate will function as a unit public affairs specialist and webmaster, developing and maintaining internal and external content for websites and issuing it in website form for the four units. The successful candidate should also have strong partnership, leadership, communication, and collaborative skills.

* Works with public affairs, resource specialists and others to coordinate, design, manage and generate content for digital publication.
* Designs and develops multimedia-based information such as web graphics and content for internal and external websites.
* Monitors and ensures the operability of local internet and intranet services that provide customers with access to applications and data.
* Assists in establishing design, development, testing, implementation, and management of internal and external websites according to Forest Service guidelines, policies, and principles.
* Reviews, tests, and implements new web pages on Forest Service web sites. Tests web pages to identify broken links.
* Implements new services, pulls and analyzes site analytical data, troubleshoots problems, and identifies trends that may require actions such as removal of information from sites with little to no traffic.
* Assists in management of social media accounts and other authorized accounts.
* Updates web and social media during times of emergency, sometimes working non-standard hours in response to a public safety need.
* Stays current with and assists others to apply Federal, Departmental, Agency, and Regional regulations concerning web and social media use.
* Maintains web materials, file, directory integrity and security in compliance with departmental regulations.
* Seeks opportunities and ideas to increase internal and external interaction with Forest websites and social media outlets by gaining expertise and making use of new digital tools.
* Recommends appropriate venue for the collection and dissemination of information, selecting from web, social media, and print publications by using web metrics and user feedback
* Ensures that final products, such as documents, brochures, pamphlets, newsletters, or manuals are suitable for the intended audience and compliant with digital regulations, such as section 508 and copyright laws
* Assists in management of social media accounts and other authorized accounts.
* Updates web and social media during times of emergency, sometimes working non-standard hours in response to a public safety need.
* Ensures that information security and information assurance policies, principles and practices are considered and complied with in the delivery of information technology services. Ensures section 508 accessibility compliance for internal and external web content.
* Maintains information residing in back end web databases such as photos, videos, graphics, documents, and web content.
* Participates in the migration of production environments according to established migration plans and strategies.
* Advises users on data standards, policies, and procedures.
* Performs other duties as assigned.

**For more information about the positions, please contact:**

* **Marna Daley, Custer Gallatin National Forest Public Affairs Officer;** [marna.daley@usda.gov](mailto:marna.daley@usda.gov); 406-570-5526

Response Form

Web Management Specialist

GS-1035-7/9

Custer Gallatin, Beaverhead-Deerlodge, Helena-Lewis and Clark National Forests

Dakota Prairie National Grasslands

**Return form by: May 13, 2022**

**optional: include a current resume with this form.**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT REGION/

FOREST/DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT SERIES AND GRADE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT SUPERVISOR PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Work History; PLEASE INCLUDE YOUR EXPERIENCE WITH RECREATION Program Management:

BRIEFLY DESCRIBE WHY YOU WOULD BE A QUALITY CANDIDATE FOR THIS POSITION:

Thank you for your interest!

**Return to** [marna.daley@](mailto:marna.daley@)usda.gov **by May 13, 2022**