



Outreach Announcement Notice

Support Services Specialist

(Timber Sale Prep – Timber Marker)

GS-0342-5/6/7

Green Mountain and Finger Lakes National Forests

Vermont

The Green Mountain and Finger Lakes National Forests is outreaching for a Support Service Specialist, GS-0342-5/6/7 **permanent full time position to manage administrative and visitor services for the Rochester Ranger District.** 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. technical or professional series, target grade or multi-grade and government-wide or DEMO).

This outreach will be updated with the Vacancy Announcement numbers and link to USAJobs when they are available. Please note that the Vacancy Announcement may be issued before the end of this Outreach period.

The duties of the Support Services Specialist position include:

This position is located on the Rochester Ranger District with responsibility for accomplishing a variety of support services including but not limited to the following: procurement of administrative supplies and equipment, tracking budget expenses, personnel processing, printing and mail service, space management, records, correspondence management, management of visitor services and conservation education, and supervision of permanent and temporary administrative staff. The ability to work well with others, along with good communication skills, a positive attitude and strong work ethic are highly desirable.

- Responsible for purchasing or contracting for supplies, equipment, and services through open market purchase by blanket arrangement, cash, or field purchase order using a federal purchase card.
- Prepares, controls, coordinates, and assembles information for procurement documents. Reviews contract status reports to determine which purchase orders, inter-agency agreements, or contracts are active or inactive.
- Responsible for the development and maintenance of the resource files for the unit. Duties may involve collection of timber sales, silviculture, cultural, fire, fish and wildlife, recreation, watershed, and other resource data from functional specialists.

- Plans and performs general property management support services, such as maintenance and disposal of equipment.
- Receives, reviews, analyzes, and controls incoming correspondence, including mail, faxes, and routine and controlled documents. Assigns actions and due dates to appropriate staff members. Reviews outgoing correspondence for procedural and grammatical accuracy, attachments, dates, signature, addresses, and destinations.
- Exercises the full range of supervisory duties for subordinate employees at various grade levels. Performs the overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Sets performance standards and evaluates performance. Identifies training needed by subordinates, and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of management policies and goals.
- Manages all front office activities including visitor services, radio and telephone communications with staff and the public, check in/check out, as well as fleet and facilities management.
- Plans and coordinates conservation education, outreach, and volunteer activities for the Rochester District.
- Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in the unit and those actions described in the Service-wide Affirmative Action Plan that have a bearing on the unit. Demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to civil rights within the unit.

QUALIFICATION REQUIREMENTS for this position can be found in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions, which is available from any Federal Government Personnel Office and OPM on their web site (<http://www.opm.gov/qualifications/index.asp>)

How to Apply: Individuals that wish to be considered for this position must respond to this outreach and/or apply to the vacancy announcement on USAJOBS.gov website by the closing date of the vacancy announcement. The announcement number has not been generated at this time. To be notified when announcements are posted send the completed form from the last page of this document including contact information to Christopher Mattrick. Once announcements are posted applicants must apply online at www.usajobs.gov. The Referral List for this position will be issued to the selecting official upon closing of the vacancy announcement. All applicants found to be qualified, and in the quality group will be referred for consideration. This outreach will be updated with the Vacancy Announcement numbers and link to USAJobs when they are available.

Individuals needing additional information on duties of the position may contact Christopher Mattrick, District Ranger christopher.mattrick@usda.gov at 802-767-4261 ext. 5513.

Once in USAJOBS.gov applicants will be directed how to apply by submitting their profile information in USAJOBS. Interested applicants can set up a profile in USAJOBS before the announcement is posted that will enable them to receive an email when the announcement is posted. Applicants can also set up an alert on USAJOBS.gov citing the Series/Location and grade that will also notify them when the announcement is posted.

About the Forests:

The Green Mountain and Finger Lakes National Forests consist of two national forest units, the Green Mountain National Forest in south-central Vermont and the Finger Lakes National Forest in western New York State.

The Green Mountain NF comprises approximately 5% of Vermont’s land base, and 50% of the public lands within the state. There is a high level of interaction with the State of Vermont (which owns most of the other 50% of the public land base) to coordinate our activities and keep each other informed. The Forest is comprised of three ranger districts and manages diverse and active forestry, wildlife, watershed and recreation programs

The Finger Lakes NF is a small forest (approximately 16,000 acres) and is fairly “new” to the National Forest system and is located in New York State. It was established in the early 1980s and many of the people who helped get the forest established still reside within the area. Although the Finger Lakes National Forest is an administrative unit of the Green Mountain National Forest, we strive to be sensitive to local concerns and resource capabilities.

Every effort is made to manage these lands in collaboration with many interested public agencies, individuals, and organizations. This is evident by the substantial number of partnerships and cooperative agreements that exist on the Forests. Our public expects to be included in our decisions.

More information about the forests can be found on our websites;



[Green Mountain National Forest Home Page](#)



[Finger Lakes National Forest Home Page](#)



About the Community - Green Mountain National Forest

Duty Station: Rochester, VT

Rochester, Vermont is located in central Vermont in the White River Valley. Route 100 runs through the narrow north-south valley and is designated a State Scenic Highway. The largest nearby cities are Rutland (population ~18,000), 32 miles to the southwest and Burlington (population ~40,000) 60 miles to the northwest. Commercial airports are located in Rutland, Burlington, and Lebanon, N.H. (45 mi. SE).

In the surrounding area, the major businesses are farming, wood industries, construction, tourism and related second home services. Rochester is located between two major ski areas, Sugarbush and Killington, both approximately thirty minutes from town.

Several local realtors are available for assistance in the general area. Housing is available and moderately priced. Please search on-line real estate for current home price ranges. A few apartments and rental homes are available. There are a few Bed & Breakfast Inns in the local area.

Activities that are enjoyed in the area include fishing, hunting, cross-country and alpine skiing, snowmobiling, hiking, bicycling, camping, golfing and canoeing. Rochester maintains a pre K- 6 school system. School choice is offered for grades 7-12. Bussing is provided to 4-5 middle and high schools in the area. Average bussing times to these locations is approximately 45 minutes each way. There is a well-maintained park in the center of the village with weekly activities all summer, such as auctions, flea markets, Saturday farmers market, and Sunday evening band concerts.

The Green Mountain National Forest is within a day's drive of over 70 million people. The Forest is known for its scenic beauty, healthy forests and outstanding recreational opportunities.

Economic Background: Rochester is a small community with a variety of businesses and a thriving arts and outdoor recreationist community. See the town's website for more info:

www.rochestervermont.org. Additional shops and services are located in the nearby larger communities of Middlebury (40 min.), Randolph (25 min), and Rutland (45 min).

Banks: White River Credit Union and Rochester Branch, Randolph National Bank.

Housing: For Sale: \$150,000 to \$300,000 and up - many listings in Rochester and surrounding communities. The average price for a single family house is approximately \$225,000. Lower priced homes are older &/or smaller ones, multi-family houses, or in outlying areas. Apartments for Rent: \$750 to \$1000 per month, both furnished and unfurnished. Single homes rentals generally range from \$1000 to \$1500+ per month.

Schools:

Rochester School: pre K- 6 enrollment 70 students.

School choice for grades 7-12 (White River Valley Union (Royalton) and Randolph Union do not provide bussing. Woodstock Union, Sharon Academy and Middlebury Union provide bussing).

Colleges: Vermont Technical College, Randolph, (35 min, AS, Certifications), College of St. Joseph the Provider (45 min, BS, BA, graduate programs); Castleton State College (60 min; BS, BA, graduate programs); Norwich University (60 min, BS, BA, graduate programs), Green Mountain College, Community College of Vermont

Medical Services:

- Green Valley Health Center in village, staffed 5 days per week by doctors from Randolph, Vermont.
- Rutland Regional Medical Center (medical/surgical hospital); 45 minutes
- Porter Hospital in Middlebury; 40 minutes
- Dartmouth Medical Center, Hanover, NH; 60 minutes
- Gifford Memorial Hospital in Randolph; 25 minutes
- Several nursing homes, retirement homes, assisted living facilities
- Numerous dentists and specialists located in Middlebury, Rutland or Randolph

Places of Worship:

Catholic: St. Elizabeth's Church in village.

Protestant: Rochester Federated Church in village.

Other denominations: Baptist, Mormon, Christian Scientist, Jehovah's Witnesses, Methodist, Jewish Center, Seventh Day Adventist, Episcopal, Lutheran, Assembly of God, Unitarian, and others located in Rutland, Middlebury or Randolph.

Shopping Facilities: Rochester has a grocery store, convenience store and gas station, hardware and variety store, self-service laundry, book store, beauty shop, auto repair shop, specialty shops (art, antique, woodworking), insurance agency and law firm, consignment shop, as well as a variety of restaurants and taverns. Rutland is the nearest large city with over 450 stores, retail and wholesale, including one large shopping mall and two shopping plazas.

Recreation: Outdoor recreation opportunities abound in all four seasons on National Forest, and other public and private lands. Rochester is close to Killington Pico, Sugarbush, Mad River Glen and Middlebury Snow Bowl Ski Areas, a number of cross-country ski areas, the Appalachian Trail and Long Trail, and many lakes and reservoirs. In addition, Rochester has a town skating rink, basketball courts, skateboard park, tennis courts, supervised summer camps, golf course, mountain biking trails and backcountry skiing areas. Most nearby towns also offer a local recreation opportunities with a variety of facilities and programs, many organized for children.

Arts: White River Valley Players, Rochester Chamber Orchestra, numerous local artisans. Other nearby opportunities include: Chaffee Art Gallery (Randolph), Paramount Theater (Rutland) Crossroads Art Council, Castleton Fine Arts Center, and summer stock playhouses in the area. Rochester has an excellent public library.

Additional Information: The Town of Rochester website lists further information on the town clubs and societies; 6% state sales tax; 9% state rooms and meals tax; state income tax; property taxes fund city/town services and public schools. Two daily newspapers and a weekly local paper are available through mail or pick-up at local stores.

Friendly, innovative and hardworking people. You will like it here!!

For more information on Vermont's attractions and government visit: www.vermont.com

For more information on the Green Mountain National Forest please contact:

Christopher Mattrick, District Ranger
Rochester/Middlebury Ranger Districts
99 Ranger Road
Rochester, VT 05767

(802) 767-4261 ext. 5513

The vacancy announcement for this position is posted at the USAJobs, the US Government's official site for jobs and employment information:

<http://www.usajobs.opm.gov>

**Thank you for your interest in our vacancy.
USDA Forest Service is an equal opportunity employer.**



OUTREACH NOTICE

Green Mountain and Finger Lakes National Forests
Respond to Christopher Mattrick, Christopher.mattrick@usda.gov
Fax 802-767-4777

Position Title/Series/Grade: Support Services Specialist, GS-0342-05/06/07

Duty Station: Rochester, VT

PERSONAL INFORMATION:

Name:

Date:

Address:

Phone No:

E-mail address:

WORK EXPERIENCE:

Are you currently a Federal employee? ___ Yes ___ No

IF YES: What is your Agency, Title, Series and Grade:

IF YES: What is your Type of Appointment: ___ Permanent ___ Term ___ Temporary

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

- Person with Disabilities (Schedule A Appointing Authority)
- Veterans Recruitment Appointment
- Former Peace Corps Volunteer
- Disabled Veteran w/30% Compensable Disability
- Land Management Workforce Flexibility Act
- Public Lands Corps
- Resource Assistants Program and Hiring Authority
- Veterans Employment Opportunities Act of 1998
- Other

Briefly describe why you will be a quality candidate for this position: