



USDA Forest Service

Administrative Operations Specialist, GS-0301-09

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| ANNOUNCEMENT NUMBER: | ADS08-R5-STFSO-02275DP | APPLICATION DEADLINE: | 8-11-2008 |
| JOB LOCATION: | SONORA, California | WORK SCHEDULE: | Full Time |
| SALARY RANGE: | \$45,040.00-\$58,557.00 | OPEN DATE: | 7-14-2008 |
| TIME LIMIT: | Permanent - No time limit  | WHO MAY APPLY: | US citizens - Concurrent consideration is being given to Merit Promotion announcement ADS08-R5-STFSO-02275DP. Only one position will be filled.  |
| NUMBER OF VACANCIES: | 1 | PROMOTION POTENTIAL: | 09 |

NOTES:

Transfer of Station (Relocation) expenses will not be paid except for current permanent career or career conditional employees.

The Forest Service uses an automated on-line system to fill positions. All application materials that will be used in the qualification evaluation process MUST be faxed or scanned and uploaded with your application; i.e., transcripts, resumes, DD-214. If you are faxing supplemental documentation please be sure to identify the documents by placing your name and the announcement number on each item.

This position is established in the Supervisor's Office on the Stanislaus National Forest to provide a variety of administrative and management support services on a National Forest. The incumbent reports to the Deputy Forest Supervisor, or directly to the Forest Supervisor, depending on the unit situation.

For further information on the duties and responsibilities of the position, you may contact Kathy Hardy at 209-532-3671, ext 232.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career-Conditional), and Term Appointments under the USDA Demonstration Project. Under this Project, interested individuals need not have present or previous status as a Federal employee in order to apply.

DUTIES:

Identifies and resolves problems related to agency programs or services.

Performs liaison duties in support of an organizational program planning process. Participates in developing and implementing long- and short-range plans, procedures, and policies relating to the organization's administrative needs.

Performs tasks related to the administrative management of an organization. This includes activities such as interpreting administrative policies, developing and implementing organizational policies, defining administrative requirements, and/or providing advice to management on related issues.

Provides information, advice, and recommendations to managers regarding organizational design and position management.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to the GS-7 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples are researching and analyzing established administrative issues; acting as liaison with individuals and groups both inside and outside an organization regarding administrative and/or organizational matters; and preparing a variety of written documents, such as staff papers, status reports, or policy recommendations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

The experience requirement for the GS-9 level may be met by two (2) full academic years of graduate level education or completion of all requirements for a master's or equivalent graduate degree, or completion of all requirements for an LL.B or J.D. degree.

COMBINATION OF EDUCATION AND EXPERIENCE

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

OTHER SIGNIFICANT FACTS:

Please check Job Posting Information, Summary, for the area of consideration (i.e., Who May Apply), and time limit information.

To receive consideration for this position, you must meet all qualification requirements as of the closing date of the announcement.

Applications submitted in postage-paid Government envelopes will not be accepted.

Applications received become the property of the USDA Forest Service and will not be returned.

The United States Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

REASONABLE ACCOMMODATION: The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and

hiring process, please contact the point of contact listed on the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Forest Service affiliated child/day care facilities are not available.

Government housing is not available.

BENEFITS: A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation, flexible work schedule, training and development opportunities, family/worklife program, etc.

As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

This position is being advertised under both merit promotion (internal) and demonstration project (external) procedures under separate announcements. Applicants who wish to be considered under both procedures must apply to each announcement and follow the specific instructions applicable to each procedure.

Applicants must be U.S. citizens or nationals.

VETERANS' PREFERENCE: Generally, preference is granted to veterans who entered the military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. Applicants will be required to provide proof prior to appointment to validate their claim for preference. More detailed information is available on the Main Menu screen under the selection entitled, "Veteran Information."

This appointment requires completion of a one-year probationary period. During this time period, employee's conduct and performance will be monitored in order to determine if employee will be retained.

TO REQUEST A SCANNABLE FORM: Please refer to the contact name and phone number listed in this vacancy announcement.

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| Contact Information: |
| Susan Bergstrand 530-283-7852 sbergstrand@fs.fed.us |

