

# Allegheny National Forest

## Outreach Notice

Date of this Notice: October 22, 2009

Notice valid through: November 12, 2009

On November 13, 2009, the Allegheny National Forest will be requesting a referral list from the **Open Continuous Announcements, ADS07-R5-SSS-0607DP and ADS07-R5-SSS-0607G for a Support Services Specialist, GS 0342-6/7 position.** Duty location will be Bradford, Pennsylvania.

Primary Contact: Jennifer Work,  
Support Services Specialist [jwork@fs.fed.us](mailto:jwork@fs.fed.us)

**About the Position:** The Support Services Specialist works directly for the District Ranger on the Support Services Team on the Bradford Ranger District.

**MAJOR DUTIES:** The purpose of this position is to provide administrative and clerical support in a variety of functions. Serves as liaison to central administrative staff on office support services for extensive organizational needs.

**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 ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)).

### ALLEGHENY NATIONAL FOREST

The Allegheny National Forest is headquartered in Warren, Pennsylvania. There are two Districts; the Marienville Ranger District, which is located in Marienville, PA and the Bradford Ranger District which is located in Marshburg. The 513,000-acre Forest is the only national forest in Pennsylvania and lies within a day's drive of 1/3 of the Nation's population. It includes 2 Wilderness areas, 2 National Scenic Areas, 2 National Wild and Scenic Rivers, and the Tionesta Research Natural Area (the largest contiguous tract of old growth forest in Pennsylvania). A variety of recreation activities include boating, camping, hunting, fishing, ATV riding and snowmobiling that result in about 4 million recreation visitor days annually. The 12,000-acre Allegheny Reservoir



provides boating, camping, and fishing opportunities. Roughly, 1/3 of the world's supply of black cherry furniture veneer is grown on the Allegheny National Forest, resulting in a profitable timber program. Abundant fish and wildlife provide a variety of hunting, fishing, and viewing opportunities. The changing colors of the hardwood leaves each fall provide spectacular views.

## COMMUNITY

Warren and the surrounding communities of Bradford, Kane, Ridgway, Marienville, and Tidioute are located in northwestern Pennsylvania. Main access to Warren is US Route 62 from the north or south and US Route 6 from the east or west. The area's climate provides a classic display of the four distinct seasons. Summers are warm and moderately humid with average temperatures of 75-



80 degrees. Fall provides panoramic views as the foliage turns spectacular colors of yellow, reds and purples. Springtime brings alive the many blooming wild flowers and other natural vegetation. The winters are moderate with average temperatures of 20-25 degrees. Annual precipitation is about 40 inches.

Downtown Warren is undergoing a revitalization effort.

Residents of Warren County have access to five public libraries, each reflecting the unique communities they serve. A Public Libraries of Warren County card can be used at the [Sheffield Township Library](#), [Sugar Grove Free Library](#), [Tidioute Public Library](#), [Youngsville Public Library](#), and [Warren Public Library](#). These five

libraries cooperate to provide services and programs that benefit all residents of Warren County such as the "One County, One Book" program, a combined web-based public access catalog of all holdings and access to the 45 databases included in the PA POWER Library.

Warren County is home more than 70 religious organizations representing 18 different denominations. Bradford, Kane and Warren have a general hospital, with several medical clinics, ambulance service, physicians of all specialty areas, dentists and nursing homes throughout the region. There are motels, radio stations, city and county offices and local retail businesses. Recreation facilities include baseball and soccer fields, all weather track, tennis courts, health and fitness clubs, an indoor and outdoor swimming pool, 4 18-hole golf courses in Warren County alone and several parks. Organized youth and adult sports activities are numerous. In the immediate vicinity are trout fishing, hunting, hiking, ATV trails, bicycling and camping. The [main industries](#) are manufacturing, social services and retail. The nearest commercial airports are in Bradford, PA (40 minutes), Jamestown, NY (40 minutes), Erie, PA (1.24 hours) and Pittsburgh, PA (3 hours).

The area's educational opportunities consist of various elementary and high schools (K-12), and several satellite campus curriculums offered through the cooperative efforts of the Warren-Forest

County Higher Education Council and Jamestown Community College. Within an hour and a half, you will find other major universities, such as Gannon in Erie, PA; and Edinboro University in Edinboro, PA, Clarion University in Clarion, PA; and St. Bonaventure University in nearby Olean, NY. Penn State University in State College, PA, and the State University of Buffalo, located in Buffalo, NY, are both about 2 and a half to 3 hours away.

Housing costs are among the lowest in the nation. There are rentals available ranging between \$300-\$600/month. Rental homes and apartments range from \$300-\$600 per month for an average three bedroom home/apartment. The price of single family homes range from \$40,000 and up, depending on where you live in the county. The average price is \$61,000. Warren County residents are subject to real estate taxes computed by multiplying the property assessment by the millage rate. The total millage rate includes taxes for the county, the school district, and the local municipality.. Property is assessed at half the market value.

Special annual events include the Warren Jaycees Fourth of July Parade, Warren County Fair, Wild Wind Arts Festival, Hickory Creek Ranch Wild West Pro Rodeo, American Power Boat Racing Association Power Boat Races, Tour de Forest, family ATV trail riding event, Music in the Park Concert Series all Summer, Annual BBQ Cookoff, Christmas Lighted Parade, Farmer's Market, and several theatrical and musical presentations at the [Struthers Library Theatre](#).

[Major employers](#) in Warren County are Blair Corporation, Northwest Saving Bank, United Refining Corporation, Betts Industries, Ellwood Forge, Whirley Industries, Superior Tire and Rubber, OSRAM Sylvania, Warren General Hospital, Berenfield Container, Lowes and Walmart..

For more information about the Forest and local communities, please visit the following websites.

- [Allegheny National Forest](#).
- For [travel in Pennsylvania](#).
- For the Bradford Ranger District:
  - [Warren County](#)
  - McKean County - <http://www.allegheny-vacation.com/>
- For the Marienville Ranger District:
  - Elk & Forest County - <http://www.pagreatoutdoors.com/>

If you have questions about the duties of this position, please contact **Jennifer Work at 814-728-6114 or [jwork@fs.fed.us](mailto:jwork@fs.fed.us)**. If you would like to be notified when the Vacancy Announcement is available, please complete the enclosed form and send via e-mail or fax. (see information on bottom of form)

## OUTREACH NOTICE 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 or multi-grade and service-wide, region-wide, government-wide, or DEMO). Responses received from this outreach notice will be relied upon to make these determinations.

I am interested in this position and would like to receive a copy of the Vacancy Announcement.

Location: Allegheny National Forest, Warren, PA      Position: Support Services Specialist

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.:      (Work) \_\_\_\_\_      (Home) \_\_\_\_\_

Current Employment: \_\_\_\_\_

Agency Employed with:    USFS \_\_\_\_\_    BLM \_\_\_\_\_    Other (Specify) \_\_\_\_\_

Type of Appointment:    Permanent \_\_\_\_\_    Temporary \_\_\_\_\_    Term \_\_\_\_\_    VRA \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Current Region/Forest/District: \_\_\_\_\_

Current Series and Grade: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_

### THANK YOU FOR YOUR INTEREST IN OUR VACANCY

WITHIN 2 WEEKS OF THE DATE OF THIS NOTICE, please mail this form or fax to:

<b>Name:</b>	Jennifer Work
<b>E-Mail Address:</b>	<a href="mailto:jwork@fs.fed.us">jwork@fs.fed.us</a>
<b>Fax Number:</b>	814-726-1462