

OUTREACH NOTICE



LOS PADRES NATIONAL FOREST

For more information on the Los Padres National Forest, visit the forest's website at www.fs.fed.us/r5/lospadres

TITLE:	Administrative Operations Specialist	DUTY LOCATION:	Goleta, CA
SERIES:	GS-301		
GRADE:	GS-11		

Please respond by November 18, 2014

The Los Padres National Forest is currently conducting outreach to fill a permanent fulltime position for GS-301-11 Administrative Operations Specialist position. This notification is being circulated to inform prospective applicants of this opportunity and to determine interest.

BRIEF DESCRIPTION OF DUTIES: Performs as the Administrative Operations Specialist. Participates in Hiring, identifying and tracking topics requiring discussion and decision, follows up to ensure commitments made at meetings are completed, provides advice and guidance information of a factual nature regarding topics of discussion. Interprets established and pertinent regulations and organizational policies, management principles, and administrative rules. Schedules and prepares conferences, taking care of items such as location, agenda, background material, and attendance list.

The position coordinates activities surrounding scheduling of appointments and meetings, maintenance of the administrative record, and budget coordination for the project. The position represents the Forest Supervisor on highly controversial and confidential matters, maintains office continuity, performs special project assignments, facilitates overall internal and external communication and coordination for the Forest Supervisor and his/her staff. Serves as a unit point of contact for a wide range of human resources related issues.

Designs and implements daily operations for the Forest Supervisor and facilitates inter and intra office communications. The incumbent makes independent decisions regarding time and priorities of the Forest Supervisor out of the office for significant periods of time.

Screens incoming mail including correspondence, directives and publications. Determines those that can be acted upon personally and takes necessary action. Routes material of important or technical nature to supervisor or appropriate staff for action and/or reply and brings supervisor's attention to significant matters. When necessary, uses initiative to obtain clarification of instructions from originating offices.

Maintains status on incoming and outgoing material and initiates follow-up to ensure timely reply. Keeps supervisor and/or subordinate staff advised of approaching deadline dates. Reviews outgoing correspondence submitted to supervisor for signature to assure completeness and proper format, grammar, etc. Maintains background information and records and ensures continuity of communication.

This position will be location at the Los Padres National Forest Supervisor with a duty station in **Goleta, CA**.

10/31/2014

HOW TO APPLY: To respond to this Outreach: Non Forest Service and/or External applicants should respond via the new US Forest Service Employment and Outreach website for: <https://hrm.gdci.com/outreach/>. Forest Service employees should also respond via this database and can access the site through their Dashboard (HR Connect) by signing in and clicking on the Employment Outreach link on the left hand side under My Links.

Please fill out the Outreach Response Questions along with attaching your **most current Resume** including present position, series, and grade along with detailed work history, including dates that the position was held with the month and year, and supervisory references, along with current contact information by no later than **November 18, 2014** through the [US Forest Service Employment and Outreach Website](#). You may also respond with the a Resume and the Notice of Outreach interest form directly to Deputy Forest Supervisor Ken Heffner @ kheffner01@fs.fed.us

Please note that interested applicants that submit Resumes and the outreach form will be notified when the position is posted in USAJOBS website. This position will be advertised sometime following the close of the outreach period.

When it is advertised to be considered you must apply online through USAJOBS. You may acquire a copy of the announcement from the internet, at (www.jobsearch.usajobs.gov). This web-based application provides individuals interested in employment opportunities with the Forest Service to apply for jobs. You can create and update Applicant Profiles, search for current vacancy announcements, create a job search profile, apply for jobs, and check the status of jobs for which you have applied.

FOREST: The Los Padres National Forest resides along the Central Coast of California with countless activities and attractions. There are numerous world-class beaches and communities within 1 ½ hours from the Supervisor's Office such as, the communities of Goleta, Montecito, Carpinteria, Santa Barbara, Santa Maria, Santa Ynez, Ventura, Camarillo, Ojai, and Lompoc; as well as, many other desirable communities in the area.

Educational opportunities are also supported in the surrounding areas with access to all levels of public education. UC Santa Barbara, Westmont University, Cal Poly State University, and many reputable community colleges reside within the effective commute areas of the basin.

For information on the community of Santa Barbara, see www.SantaBarbara.com or www.goletavalley.com.

SUPERVISOR'S OFFICE:

This position will be located at the Supervisor's Office in Goleta, CA.

The Supervisor's Office is located at 6755 Hollister Ave Suite 150 Goleta, CA 93117, and serves as the main office for the Los Padres National Forest.

If you want more information please contact Ken Heffner, Deputy Forest Supervisor, Los Padres National Forest.

Phone: 805.961.5733
E-Mail : kheffner01@fs.fed.us
Address: Los Padres National Forest
6755 Hollister Ave. Suite 150
Goleta, CA 93117

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10/31/2014

OUTREACH RESPONSE FORM
Administrative Operations Specialist
GS-301-11
Los Padres National Forest

Please return your completed Response Form & Resume by
November 18, 2014

If you are interested in this job opportunity and/or plan on applying for this vacancy once it is advertised, please let us know by returning this form along with your Resume via the US Forest Service Employment & Outreach website <https://hrm.gdci.com/outreach/>.

If you want more information please contact:

Contact: 805.961.5733
E-Mail : kheffner01@fs.fed.us
Address: Los Padres National Forest
6755 Hollister Ave. Suite 150
Goleta, CA 93117

Your Name: _____ Email: _____

Mailing Address: _____

Telephone Number _____

If Current Federal Employee, Agency Employed With: ___USFS, ___BLM,
___OTHER (specify) _____

If Current Federal Employee, Type of Appointment: ___Permanent ___Temporary ___Term
___VRA ___PWD ___Other

Current FS Employee, Region/Forest/District: _____

Current Series and Grade: _____

Current Position Title: _____

If you are not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities:

- ___ Person with Disabilities
- ___ Veterans Recruitment Act
- ___ Disabled Veterans with 30% Compensable Disability
- ___ Veterans Employment Opportunities Act of 1998
- ___ Former Peace Corps Volunteer
- ___ Pathways (Student and recent graduate programs)
- ___ Other _____

How did you learn of this vacancy? _____

Thank you for your interest and response!
USDA is an equal opportunity provider and employer