

PLUMAS NATIONAL FOREST

OUTREACH NOTICE

PLUMAS NATIONAL FOREST
Mt. Hough Ranger District



The Plumas National Forest, Mt. Hough Ranger District is inquiring interest in filling the following full time permanent position:

Resource Assistant GS-1106-5/6

Salary: \$31,315-\$45,376

The duty station will be the Mt. Hough Ranger Station (Quincy CA)

INTRODUCTION

This position serves as the principal assistant, providing technical support work in timber sales appraisals and accounting, contract activities, and business management phases of sale administration.

Major Duties

Performs a technical review of timber sale packages submitted by Districts to assure that they are in proper format and technically accurate. Review consists of auditing volume computations, checking all timber sale report calculations, comparing sale area map with contract for consistency, and checking proper use of contract clauses. Opens and analyzes sealed bids for compliance with regulations and instructions and for the determination of the high bidder. Determines the action to be taken to comply with laws, regulations, and directives when the following situations occur: 1) decision is made to reject all bids; 2) tie bids; 3) identical bids or evidence of collusion; 4) imperfect and invalid sealed bids; 5) failure to check Certificate of Independent Price Determination; and 6) failure to sign bid.

Assigns contract number, prepares letter of award, completes formal contract for signatures of successful bidder. Prepares initial bill for collection. Upon receipt of signed timber sale contract and performance bond, obtains signature of contracting officer and prepares sale folder.

Analyzes timber sale contracts to assure documents comply with appraisal, current direction, procedures, laws, and regulations. Reviews timber sale statements of account to assure correct and current rates are used for all species. Maintains control record of over-cuts and keeps appropriate SO staff informed. Audits purchaser road credits to ensure agreement with contract, correct balances carried forward, and correct information submitted to ADP. Coordinates the operation of the Forest timber sale accounting system. Analyzes data to assure management needs are met and information is accurate and reliable, and initiates corrective

action when required.

Establishes controls to assure that all timber collections of revenues and deposits such as brush disposal, sale area improvement, road maintenance, and others are known, billed, collected, and deposited to proper accounts. Performs periodic reviews to evaluate the degree of accountability being achieved and directs changes to meet control criteria. Examines Recreation Information Management (RIM) source documents for accuracy and completeness. Obtains revised or clarifying information to correct or complete inadequate RIM documents. Sends completed RIM source document for data entry. Reviews RIM printouts for accuracy of key punching and coordinates corrections with Regional Office personnel. Prepares recurring and special reports dealing with recreation use and opportunities.

Performs and/or directs the processing of special use applications, permits, and amendments ensuring compliance with policies, guidelines, and format. Audits special use applications, clauses, fees, amendments, and Title VI compliance.

AREA DESCRIPTION:

The Plumas National Forest encompasses over a million acres of tree-covered mountains, filled with hundreds of high alpine lakes and thousands of miles of clear running streams. Elevations range from 3,000 to 8,000 feet. The area has four seasons with warm to hot days and warm to cool nights in the summer, and periodic snowstorms in the winter. Average annual precipitation is about 35~40 inches a year. Within a half day or less drive are Lake Tahoe, Reno, Sacramento, Susanville, San Francisco, Redding, Chico, California coast, Lake Shasta, Lassen Volcanic National Park and a vast variety of activities and opportunities. Popular activities within Plumas County and the Plumas National Forest include hiking, fishing, hunting, camping, boating, white water rafting, cross country skiing, snowmobiling, and wildlife viewing.

COMMUNITY INFORMATION:

Quincy, CA:

The community of Quincy is the Plumas County seat and has a population of approximately 5,000. Quincy is located at an elevation of 3400 feet in a small mountain valley in the northeastern Sierra Nevada. Area vegetation is typically mixed conifer. Year-round county population is approximately 25,000. Local community services include: a hospital, a limited service airport, a public library, a theater, a junior college, a high school, two public elementary schools, one private elementary school, a variety of churches, two supermarkets, a bowling alley, a public pool, a health club, and numerous restaurants and motels.

Greenville, CA:

Greenville is located in Indian Valley within Plumas County. With only eight people per square mile and just one stoplight, Plumas County offers a rural, four seasons, and mountain retreat type of setting. Indian Valley, which includes the communities of Greenville, Taylorsville, Crescent Mills and Canyon Dam, is rich in beauty and history. Surrounded by a stunning mountain backdrop, the valley is dotted with ranches, old barns and grazing cattle. The most alluring aspect of this verdant meadow is its serenity. Greenville, the largest of the communities within Indian Valley, offers a full range of business and service establishments. It has a small rural hospital, an elementary and high school. It is about 30 miles from Quincy, the County Seat.

Blairsdan/Graeagle/Portola, CA:

The community of Blairsdan/Graeagle is located 60 miles west of Reno, NV, and 20 miles east of Quincy at an elevation of approximately 4400 feet. Local community services include a market, hardware store, bakery, deli, pizza parlor, one full service gas station, physician's clinic, dental office, post office, and several restaurants and motels. There are four 18-hole championship and two 9-hole golf courses within five miles of the office. Since housing is expensive in the Blairsdan/Graeagle area many employees live in Portola or Quincy. The community of Portola (ten miles east of Blairsdan/Graeagle) has a population of 2,000 with services including a hospital with physician's clinic, a public library, one elementary school, one middle school, one high school, a variety of churches, a supermarket, a bowling alley, a health club, and several restaurants and motels.

For further information about this position contact Mt. Hough Ecosystem Manager/Storrie Fire Team Leader: Chris Christofferson at (530) 283-7652; cchristofferson@fs.fed.us
Please fill out and return the attached outreach form by July 19, 2013 if you wish to be notified when this position is advertised.

PLUMAS NATIONAL FOREST
Mt. Hough Ranger District
Resource Assistant (GS-1106-5/6) full time permanent
Please return to Chris Christofferson cchristofferson@fs.fed.us
By July 19, 2013

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: {USFS {BLM _____ {OTHER

TYPE OF APPOINTMENT: {PERMANENT {TEMPORARY {TERM
 {VRA {PWD _____ {OTHER

CURRENT: {REGION _____ {FOREST
_____ {DISTRICT

CURRENT: _____ {SERIES _____ {GRADE

CURRENT: _____ {POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF 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 READJUSTMENT
- DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- FORMER PEACE CORPS VOLUNTEER
- STUDENT CAREER EXPERIENCE PROGRAM

Thank you for your interest in our Vacancy!