



OUTREACH

Grants Management Specialist –
Acquisition Management
GS-1109-13

**Washington Office
Washington D.C.**

Washington Office Grants and Agreements (G&A) will soon be advertising for a Grants Management Specialist (GMS), GS-1109-13 position in the AQM- G&A Branch. This position serves as a GMS to support the Enterprise Program. The duty station is in Washington D.C.

MAJOR DUTIES:

This position is located at the Washington Office in Washington D.C. The G&A Branch provides a broad range of G&A support to the Forest Service Headquarters (HQ) and detached units. The GMS reports to the WO-G&A Branch Chief. This position is to provide support to the Enterprise Program.

The incumbent will provide advice and guidance on the administrative aspects of partnership agreements, including cooperative agreements, challenge cost-share agreements, participating agreements, collection agreements, interagency agreements, and service wide memoranda of understandings for the Enterprise program. The incumbent will process a full range of grant and agreement applications used to determine the selection of grants and agreements awards. The incumbent will have full and final authority to negotiate national and HQ level grants and agreements within the limits of delegated authority. The incumbent will determine appropriate legislative and program authority prior to execution of each grant or agreement, and will approve grants and agreements including modifications, extensions of performance period(s) for completion of work submitted by the partner and/or directorate area. The incumbent will develop instruments within the delegated authority, review requests for proposals for grants and agreements, review and analyze responses, and approve and/or recommend acceptance by higher authority as appropriate. The incumbent will reviews grants and agreement applications for clarity and completeness. The incumbent will monitor and analyze the effects of changes in laws, regulations and policies pertaining to grants and agreements, administration and management and performance reporting. The incumbent will perform grants and agreement closeout within the established closeout procedures.

QUALIFICATION REQUIREMENTS:

Those who are interested must meet the qualification requirements for the GS-1109 series that is covered by the U.S. Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions – GS-1109: Grants Management Specialist. The OPM Qualification Standards Handbook Manual is available for review at any federal personnel office or at www.opm.gov.

Primary Contact: Melissa Moreira
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Respond by: February 21, 2014

COMMUNITY INFORMATION:

Washington, D.C. is the capital of the United States and the center of a metropolitan area extending into Maryland and Virginia. As the legislative, administrative and judicial center of the United States, government is the primary business and employer in the metro area. The DC Metro Area is an exciting place to live and work.



Located on the Potomac River between the Blue Ridge Mountain and the Atlantic Ocean,

Washington is known for its pleasant springs and autumns, mild winters, and hot humid summers. Outdoor recreation abounds in the area, with urban parks, numerous trail networks, many lakes and waterways, National Parks (including Great Falls and Shenandoah), and two National Forests (George Washington-Jefferson and Monongahela) within easy driving distance. There are numerous trails and greenways throughout the area offering nature based recreation opportunities within the urban environment.

Transportation facilities within the D.C. Metro Area include a subway and bus system that connects the city with its many suburbs. The Smithsonian Metro Subway Station is one block from the Forest Service office in the Yates Federal Building at 14th and Independence Avenue. The Rosslyn Metro Subway Station is two blocks from the Forest Service office in Rosslyn (Arlington) Virginia. Numerous buses and commuter rail systems in MD and VA serve the outer metro area where housing can be more affordable.

Educational opportunities are among the best in the country. There are several institutions of higher learning in the immediate area, including American University, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, as well as numerous community college and technical learning institutions. The region has a large and excellent medical community with a wide variety of specialists and numerous clinics and hospitals. In addition, the National Institutes of Health are located in Bethesda, Maryland, and Johns Hopkins Health Services are available in Baltimore, about an hour drive from the Maryland-Virginia border.

Current information on housing is available at:

<http://www.realestate.com/DC/Washington/real-estate.aspx>

- <http://www.citylivingdc.org>
- <http://virginia.gov/cmsportal3/>
- <http://www.maryland.gov>.

The main purpose of this early alert is to maximize diversity of the pool of candidates. The USDA prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means of 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, write the Secretary of Agriculture, USDA, Washington, D.C. 20250 or call 1-800-245-6340 (voice) or 202-720-1127 (TDD). The USDA is an equal employment opportunity employer.

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If you are interested in this position, please complete this form and send it by e-mail to mamoreira@fs.fed.us or mail to:

USDA Forest Service
Acquisition Management
Attention: Melissa Moreira
1400 Independence Avenue, SW
Mailstop 1138
Washington, DC 20250-1138

Please respond no later than **February 21, 2014**. The position will be advertised on the OPM USA Jobs website www.usajobs.opm.gov after the outreach is completed.

PERSONAL INFORMATION:

Name:

Date:

Address:

Phone No.

E-mail address:

WORK EXPERIENCE:

Current title/series/grade/location:

Type of appointment you are currently under:

(E.g., Career, Career-Conditional, Excepted-ANILCA, Excepted VRA, etc.)

Are you currently a Federal employee? Yes _____ No _____

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