 

# OUTREACH NOTICE

**Green Mountain and Finger Lakes National Forests Hector Ranger District (Hector, NY)**

**Manchester Ranger District (Manchester Center, VT)**

Support Services Specialist, GS-0342-7

# Position Locations:

Hector, New York -- Permanent full time

Manchester Center, Vermont -- Permanent full time

The Green Mountain & Finger Lakes National Forests are seeking candidates for a Support Services Specialist (SSS) (GS-0342-6/7) position located on both the Hector Ranger District (Hector, NY) and the Manchester Ranger District (Manchester Center, VT).

These positions are being advertised thru an Open Continuous Roster (OCR) that can be found here: <https://www.usajobs.gov/GetJob/ViewDetails/672301900>

Individuals that wish to be considered for these positions must apply to the vacancy announcement on USAJOBS.gov website no later than **Sunday, October 2**.

**About the position(s):** This position is the Support Services Specialist for the Hector and Manchester Ranger Districts, providing oversight and management of administrative functions for the district. These positions are supervised by the District Ranger.

**Primary Duties of this Position Include:**

* *District Support Services*: This position is responsible for providing management and oversight as well as accomplishing a variety of administrative functions services for the district, including procurement, property management, mail services, records and correspondence management.
* *Customer Service Program Management*: The incumbent is responsible for the supervision of the Visitor Information Services (VIS) positions, ensuring forest visitors are provided with accurate and up to date information (both in person and over the phone), and covering the front desk in the VIS’s absence.
* *Collection Officer:* Serves as a Unit Collection Officer to sell forest timber permits, maps, and America the Beautiful passes. In addition is responsible for selling, restocking, and the monthly inventories for items sold thru the Eastern National Forest Interpretive Association (ENFIA).
* *Other Duties as Assigned:* Include micro-purchasing, IAS requisitions, service contract payment approvals, and accountable property inventories.

This position requires the ability to work independently and in a team setting, requires a positive customer service attitude, a strong work ethic, and the ability to manage multiple and often shifting priorities.

**Duty Station:** Hector, NY

The Green Mountain & Finger Lakes National Forests are two separate National Forests administered as one. The Green Mountain is located in Mendon, VT and the Finger Lakes is located in Hector, NY. Our Supervisors Office is located in Mendon, VT.

The Finger Lakes National Forest encompasses over 16,259 acres nestled between Seneca and Cayuga Lakes in the Finger Lakes Region of New York State. It is the only National Forest in the state of New York and is the second smallest National Forest in the Nation. We have over 30 miles of interconnecting trails that traverse gorges, ravines, pastures, and woodlands. Whether you are a hiker, cross country skier, camper, fishing or hunting enthusiast, snowmobiler, horseback rider, mountain biker, or wildlife watcher, the Finger Lakes National Forest will amaze you with its scenic beauty.

Don’t let us being a small forest fool you - we have a very diverse and active program of work. Everything you can do on a larger forest can and is being done on the Finger Lakes. This field season we are creating/recreating wetlands, grazing cattle, planting disease resistant American Elm Trees and Butternuts, treating for the invasive Hemlock Wooly Adelgid, working with Scout troops, interacting with visitors, and so on and so forth. Never a dull moment!

**About the Finger Lakes Region**

One of the largest tourism regions in the state, New York's Finger Lakes covers 9,000 square miles from the southern shore of Lake Ontario to the Pennsylvania border and encompasses 11 parallel lakes spanning the center of New York State like a giant handprint. The most popular lakes located in the Finger Lakes region are: Canandaigua, Cayuga, Conesus, Owasco, Otisco, Honeoye, Keuka, Seneca and Skaneateles. Although each has a name of its own, these thin glacial lakes are most often referred to as a group: the Finger Lakes. This region includes two other famous waterways as well, the historic Erie Canal and Lake Ontario, one of America's five, freshwater Great Lakes, plus plenty of navigable rivers and more than 1,000 waterfalls. The 14 counties comprising the Finger Lakes region are Cayuga, Chemung, Cortland, Livingston, Monroe, Onondaga, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, and Yates.

From stunning scenery and important historic sites to fertile farmlands and world-class museums, from hundreds of charming villages to exciting urban centers in Rochester and Syracuse, the variety of experiences visitors can enjoy throughout the region is impressive. It is home to more than 100 wineries while offering four-season recreational activities of every description. By car or boat, whether biking or hiking: visitors soon discover that New York's Finger Lakes can offer the perfect road trip experience and that it is truly "Splendid from Any Direction!"

**Community Information**

Rochester, Syracuse and Binghamton are all within a two-hour drive of the Forest, which is easily accessed from 1-90 and 1-81 and State Route 17.

Local connections to our communities are important to us on the Finger Lakes National Forest. The Forest falls within two counties, Seneca and Schulyer.

Schulyer County, NY (<http://www.schuylercounty.us/>)

Seneca County, NY (<http://www.schuylercounty.us/>)

**Duty Station:** Manchester Center, VT

The Manchester Ranger District (MRD) is approximately 250,000 acres in the southern part of the forest and the state of Vermont. The MRD is a “working forest” with an active multiple use management program. Interaction with the public and partners in our programs is very high. The MRD is also known for awesome year-round recreational opportunities which includes hiking and camping on large sections of the Appalachian National Scenic Trail and Long National Recreation Trail, backpacking in one of the five designated wilderness areas and White Rocks National Recreation Area, skiing or snowboarding at major alpine ski areas, Nordic skiing at ski centers under special use permit, and snowmobiling on over 200 miles of designated snowmobile trails.

**About the Community:**

The Green Mountain National Forest is within a four-hour drive of over 40 million people in the greater New England, Boston and New York City metropolitan areas. Many of our city friends come to visit and/or have second homes in the area. The Forest is known for its scenic beauty, healthy forests, outstanding recreational opportunities, and friendly, hardworking people.

**Size:** The town of Manchester includes 26,500 acres with 16,000 acres in forest and mountain land. Manchester is a little larger than the traditional six mile square dimensions of Vermont towns and contains 42.67 square miles. Manchester Village, an incorporated village, and Manchester Center are settlement centers within the town.

**Population:** The population of Manchester is approximately 4,391. Manchester is the largest of nine towns in the Northshire of Bennington County. In the Manchester and the Mountains area, approximately a 17 mile radius around Manchester, there is a population of 23,600. The population of Bennington County is approximately 35,848. The area is a popular four season resort and attracts many visitors and second home owners, so at times the population appears greater than it is.

**Elevation:** Almost a quarter of Manchester is above 2,000 feet in altitude, while a little less than half is below 1,000 feet above sea level. These are important factors influencing climate and precipitation. The elevation at Bennington County Court House, Manchester Village, is 700 feet above sea level. Mt. Equinox in the Taconic Range is at 3,816 feet, the highest mountain in the town and in Bennington County.

**Climate:** Summers are short and moderate with an average temperature of 61 degrees. Winters are long and cold, but not severe, with an average temperature of 28 degrees. Spring and Autumn feature cool nights and warm days. Monthly average temperatures range from a high of 30 degrees in Winter to a high of 80 degrees in Summer. The monthly low average temperatures range between 10 and 56 degrees. Precipitation is 3 inches plus per month with an average annual rainfall of 52 inches. A blanket of 15 inches of snow is normal with accumulation in the higher elevations of 60 to 70 inches. Slight topography variations make for a diversity of weather conditions in the area.

**Distances to Major Urban Areas & Airports:**

Albany, NY 65 miles Albany International Airport

Boston 160 miles Logan International Airport

New York 210 miles Laguardia International Airport & JFK International Airport

# Qualification Requirements:

Qualifications Requirements for these positions 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 website: [http://www.opm.gov/qualifications/index.asp.](http://www.opm.gov/qualifications/index.asp)

If You Are Interested in Applying:

Individuals that wish to be considered for these positions must apply to the vacancy announcement on USAJOBS.gov website no later than **Sunday, October 2**.

The Referral List for the positions will be issued to the selecting official upon closing of the vacancy announcement. All applicants found to be qualified, and in the quality group will be referred for consideration. Once in USAJOBS.gov applicants will be directed how to apply by submitting their profile information in USAJOBS. Interested applicants can set up a profile in USAJOBS before the announcement is posted that will enable them to receive an email when the announcement is posted. Applicants can also set up an alert on USAJOBS.gov citing the series, location and grade that will also notify them when the announcement is posted.

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