INFORMATION RECEPTIONIST (GS-0301-4/5)
SUPERVISORY FORESTRY TECHNICIAN (GS-0462-6/7)

The Red Rock Ranger District, Coconino National Forest, Southwest Region 3, will soon advertise for two positions. Both positions are full time and are temporary, Not to Exceed 4 year Term positions. “Term” positions receive some benefits. These positions will be advertised through USAjobs.gov as both merit and demo vacancies. You do not need to be a current federal employee to apply. Anyone interested in these positions should complete the attached Outreach Response Form and return it to mcgoshorn@fs.fed.us or contact Mark Goshorn at 928-203-7526 by March 6, 2014.

Government housing is not available.

THE POSITIONS

The Information Receptionist is stationed at the very busy Red Rock Visitor Center and greets visitors, answers phone calls and written inquiries and assists visitor with district interpretation and orientation. This position will explain rules regarding recreation areas and fire prevention. This position serves as a Collection Officer selling Christmas tree tags and firewood permits, Recreation Passes, forest maps, etc. This position is supervised by the GS-7 Visitor Center manager and works with several other visitor information specialists and with numerous volunteers who also assist visitors. Qualified candidates will have excellent communication skills and the ability to work with a diverse public in a busy and demanding recreation environment.

The Supervisory Forestry Technician position supervises three GS-5 recreation technicians and is supervised by the Assistant Recreation Staff for Operations. This position provides recreation support on the Red Rock District performing a wide variety of tasks in support of the District’s developed and dispersed recreation program. They participate in the maintenance of trailheads and vistas, and manages intensive recreation areas, both developed and dispersed. This position serves as inspector on contracts for the Recreation Fee Area including janitorial, trash, and fee machine maintenance. The position works in the “front country” of the District surrounding the community of Sedona and Village of Oak Creek and requires a high degree of visitor interaction. The position also has duties in the dispersed recreation areas of the district, supervising travel management rule implementation and a wide variety of project work. Work is accomplished in both an office setting and outdoors in extreme weather conditions from high heat to very cold temperatures. This area experiences over 2 million visits to the Forest every year.

THE SETTING
The Coconino National Forest consists of three Ranger Districts covering approximately 1.8 million acres. The Forest is located in Northern Arizona and is characterized by a broad plateau of ponderosa pine and many rocky, slot canyons of the Mogollon Rim transitioning to the Upper Sonoran desert areas of the Verde Valley.

The Red Rock Ranger District is situated in the Verde Valley, and its “red rock country” is world renowned for its dramatic red sandstone mountains, cliffs, spires, buttes, and mesas of Sedona, Arizona. The working environment of the District has temperature extremes of cold and heat. The 3,000 to 5,000 foot elevation of the Red Rock District offers, at lower elevations, mild winters and extreme summer heat, with an average of forty days of 95+ degree temperatures and fifteen of the forty days exceeding 100 + degrees.

DUTY STATION

The new Red Rock Ranger District office located one mile south of the community of the Village of Oak Creek and is approximately eight miles south of Sedona, Arizona. Located in the Verde Valley and Yavapai County, the new Red Rock Ranger District Office is within easy commuting distance (approximately 8-20 miles distance) of the entire Verde Valley and its numerous small communities. The Verde Valley communities include: Rimrock (population 2,000), Village of Oak Creek (population 3,500), Sedona (population 20,000), Cottonwood (population 18,000), Camp Verde (population 12,000), Cornville (population 3,800), Clarkdale (population 3,500), and McGuireville (population 700). The Verde Valley is about a two hour drive north from Phoenix, Arizona and a 45-minute drive south of Flagstaff, Arizona.

OUTREACH CONTACT

Mark Goshorn (acting Assistant Recreation Staff Officer) - Office: 928 203 7526
Email: mcgoshorn@fs.fed.us

OUTREACH RESPONSE FORM

If you are interested in this detail please complete this form and send to Mark Goshorn. If you do not have access to electronic mail, please complete the form and mail or fax to: Red Rock Ranger District, P.O. Box 20429, Sedona, AZ 86341. Fax number 928-203-7539, attn.: Mark Goshorn

Which position are you interested in? ___________________________________________
Name:  _______________________________________________________________________
Email Address:  _______________________________________________________________________
Phone Number: _______________ Work, Home or Mobile?
Employer: FS Unit____________________ Other ________________________________
Location:  _______________________________________________________________________
Tour: Permanent _____ Temporary_____ Student/Intern_____ Contractor_____ Other_____
Current Position Title:  ____________________________________________________________
Series/grade if Federal Employee: ____________________________

How did you hear about this position? ____________________________

Agency Contact ____________________________ Other ____________________________

If not a current permanent employee, are you eligible to be hired under any of the following special authorities?

_____ Schedule A (Person with Disability)
_____ Veterans Recruitment Act
_____ Veterans Employment Opportunities Act Of 1998
_____ Former Peace Corps Volunteer
_____ Pathways Program (Students and Recent Graduates)
_____ Other ____________________________

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for 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 of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.