



**USDA FS
RECREATION
ONE
STOP
Washington Office**



OUTREACH NOTICE

USDA Forest Service, Washington Office

Amended Outreach

If you responded to this outreach previously, you need not respond again.

Based on the previous outreach responses, we are offering this once again as a GS-0301-12/13 career ladder position.

This outreach stresses the need for interested applicants to respond in order for their location to be considered.

Position/Title: GS-0301-12/13 Program Specialist (IT Systems and Database Management)

Location: Response to this outreach **will** determine the locations considered for this position.

The Washington Office National Recreation, Heritage and Volunteer Resources Staff will soon advertise to fill a GS-0301-12/13 Program Specialist who will provide IT systems and database management support to the Recreation One-Stop (RIS) program with the interagency Recreation Information Database (RIDB).

About this Position

The incumbent serves as the Interagency Program Manager and Contracting Officer's Representative (COR) for the Interagency Recreation Information Database (RIDB) overseeing the contractor and database management of RIDB, and is responsible for information technology (IT) security management and Payment Card Industry Data Security Standards (PCI-DSS) compliance.

The position serves as primary Contracting Officer's Representative for RIDB contracts and supports the Contracting Officer in contract related items including (not all-inclusive): requirements, practices, negotiation, modification, interpretation, options, delays, contractor and subcontractor performance and claims. The incumbent develops, maintains and coordinates a responsible interface and open communication with RIDB contractors and monitors contractor performance; serves as alternate COR for the Recreation One Stop contract.

Expert knowledge is needed for this position to effectuate resolution, implementation or management of policy or program issues where ambiguity in process or design exists. The incumbent assembles guidance, reports, and/or analysis relevant to agency stance and policies on unique, challenging and/or complicated issues. Develops, coordinates, and recommends policy and/or policy changes to improve effectiveness and efficiency of Recreation One-Stop.

The incumbent serves as the Recreation.gov portal Website IT Coordinator and as liaison of contractor enhancements to the site. They will analyze customer surveys, then address and respond to customer concerns with Recreation.gov and RIDB. They will provide oversight to the IT aspects of the Recreation One-Stop Program and provide advice and counsel on IT investment planning on behalf of the interagency partners. They will administer the Recreation One-Stop program tracking and reporting, and develop and initiate upward reporting on E-Gov, Recreation One-Stop, and RIDB.

Further Information:

To receive further details concerning this position, please contact Rick DeLappe at (303) 969-2608 or by email rick_delappe@nps.gov

If you are interested in this position and would like to receive a copy of the vacancy announcement, please fill out the attached form and submit it electronically to Rebecca Monroe, rmonroe@fs.fed.us by close of business September 5, 2013.

This position will only be announced in duty locations identified by respondents to this outreach. If you do not reply to this outreach notice, your duty location will not be included.

Thank you for your interest!
e-mail responses to: rmonroe@fs.fed.us

OUTREACH NOTICE
Recreation One Stop

Accountant GS-0301-12/13

You must respond to this outreach in order for your location to be considered.

Respond By: September 5, 2013

Respond to: **rmonroe@fs.fed.us**

NAME: _____

EMAIL: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: USFS ☐ BLM ☐ OTHER ☐

TYPE OF APPOINTMENT /IF CURRENT GOVERNMENT EMPLOYEE:

☐ PERMANENT ☐ TEMPORARY ☐ TERM ☐ VRA ☐ PWD ☐ OTHER

CURRENT REGION/FOREST/DISTRICT
(IF APPLICABLE):

CURRENT SERIES AND GRADE
(IF APPLICABLE):

TELEPHONE NUMBER:

CURRENT POSITION TITLE:

IF NOT A CURRENT PERMANET (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

☐ STUDENT CAREER EXPERIENCE PROGRAM

☐ OTHER

Thank you for your interest!
e-mail responses to: **rmonroe@fs.fed.us**

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

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Thank you for your interest!
e-mail responses to: rmonroe@fs.fed.us