

Outreach Announcement

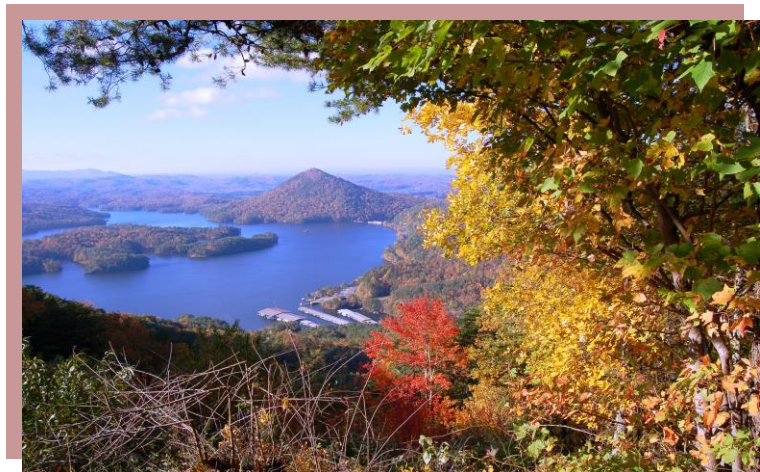
**Ocoee Whitewater Center
Assistant Director/ Special Uses Coordinator
GS-0101/401-11
Ocoee/Hiwassee Ranger District
Region 8, Cherokee National Forest
Benton, Tennessee**



The USDA Forest Service, Southern Region, Cherokee National Forest will soon be filling a GS-101/401-11 Assistant Director/Zone Special Uses Coordinator position at the Ocoee Whitewater Center (OWC) in the Ocoee/Hiwassee Ranger District. The duty station for this position will be located in Benton, TN; however the Ocoee Whitewater Center is geographically located closer to Ducktown, TN.

ABOUT THE POSITION

The OWC Assistant Director/ Zone Special Uses Coordinator serves as primary assistant in the planning, programming, and execution of all recreation special uses within the South Zone of the forest, and is responsible for the OWC's internal business management activities, interpretive program/conservation education development and delivery, and customer services and external relations program activities.



The position greets the OWC's 300,000 annual visitors, and responds to a variety of inquiries regarding Forest Service activities, programs, exhibits, facilities, policies, and functions.

The Assistant Director coordinates with staff specialists and the Forest Public Affairs Officer to provide the latest, most accurate and appropriate information to the public. Develops and maintains an effective working relationship with local media representatives in the district's zone

of influence and prepares news releases and programs concerning day-to-day, non-controversial management activities.

This position will also serve as the forest partnership coordinator, acting as a liaison for the Forest in developing relationships with the community, user groups, and other agencies. Develops and maintains effective external cooperative relationships with government agencies, non-governmental organizations, conservation groups, private foundations and others interested in partnering with the Forest Service. The Assistant Director will also coordinate the volunteer and service program, which includes communications with districts, and program reporting oversight.

OWC provides visitors with various educational opportunities through events, environmental education, snorkeling programs, and special events. In this position the Assistant Director provides leadership for planning and implementation of Interpretive Services, conservation education programs and organizing various events held at the center.

The Assistant Director ensures Visitor Information Services, including front desk and phone reception, meet customer service standards. Implements customer satisfaction monitoring techniques to ensure customer expectations are being met and makes certain that all staff members are trained in resolving customer complaints. The incumbent is responsible for financial integrity for all OWC collections. Ensures front desk employees are trained and fully accountable for financial transactions for permits, sales, etc.

As the Zone Special Uses Coordinator the incumbent will provide expertise and advice in the administration of special use programs and projects. Reviews proposals for permitting proposed facilities or activities and recommends action in accordance with approved plans. Reviews permit applications, and background data to prepare and issue permits, fact sheets, and public notices. Determines permit requirements necessary to protect resources such as air, water, and land quality. Develops technical progress reports of findings and makes presentations of the information when needed. The incumbent will also conduct annual inspections for compliance on approved permits and plans with the Zone.

The OWC Assistant Director will serve as the supervisor to a team of approximately 3 employees at the GS-07 level and below in identifying, distributing, and balancing priorities



among employees in accordance with established workflow and skill level; Provides leadership and program oversight for OWC volunteers; Monitors and reports on the status of work progress; Establishes employees performance standards, goals and expectation and gives advice or counsel on administrative and work matters; and Resolves simple, informal complaints or requests of employees and refers other matters to the line officer as appropriate.

The Forest and Districts

Tennessee's only National Forest, the Cherokee covers approximately 650,000 acres, stretching from Georgia north to Virginia along the southern Appalachian Mountains. The Great Smoky Mountains National Park divides the Forest with two ranger districts to the north and two to the south. The Ocoee/Hiwassee and the Tellico Districts, making up the South Zone of the Forest, are the two southern most ranger districts and administer approximately 300,000 acres in three counties – Polk, McMinn, and Monroe.



The management structure and activities of the South Zone are shared between both districts. All program areas are zoned, except for the recreation programs. Based on the current workforce, the South Zone was designed to efficiently divide the duties of the districts' between planning and implementation. The Tellico District has assumed the planning side of the zone, while the Ocoee/Hiwassee District is charged with implementation of all zoned program activities.

The Ocoee Whitewater Center (OWC) was the site of the 1996 Olympic Canoe and Kayak Whitewater Slalom competition. It hosts various local and regional land and water based events. The OWC is operated as a major visitor center and destination for over 300,000 visitors each year. The OWC provides an outstanding platform for family outings ranging from conservation education, water play during the week, and class IV whitewater boating on the weekends to local and regional recreational sporting events throughout the year.

Duty Station and Area Communities

Benton, Tennessee is county seat of Polk County. It is tucked into the Appalachian Mountains in the southeastern corner of Tennessee. It is home to 3 beautiful and distinctly different rivers. The Hiwassee River on the District's northern border is one of the south's premier trout fisheries. The Conasauga River on the District's southern border is home to 60+ species of fish and rivals an ocean reef for snorkeling opportunities. Located in the center of the county is the Ocoee River, a world class rafting/kayaking venue which hosted the 1996 Olympic Canoe/Kayak competition. This area also boasts 50 plus miles of world class mountain bike trails and many miles of hiking trails which often lead to water falls or offer a glimpse of abundant spring wildflowers and brilliant fall colors. Summers are temperate, and winters are generally mild with very small snow fall amounts. Winter sports are only a few hours away in nearby Gatlinburg, gateway to the Great Smoky Mountains.

The area has countless opportunities and locations for housing. Choose to live anywhere from rural settings to full service cities such as Cleveland or Chattanooga. Depending on location housing costs vary. Average housing in the area for a 3 bedroom, 2 bath home is around \$150,000 with rentals for around \$600-800/month.



Community Colleges and four year programs are found throughout the area. Depending on where you choose to live there are numerous high and elementary schools close by.

Shopping in the area is great, from small town antique shops to bigger city malls.

Links to additional information about the Ocoee Region and surrounding area:

<http://www.ocoeecountry.com/index.cfm> ;

<http://www.clevelandchamber.com/>

<http://tennesseeverhill.com/>

Announcement Information and Contacts

The purpose of this Outreach Notice is to determine the potential applicant pool for this position and the appropriate series and grade. Assuming sufficient responses are received from this outreach notice, candidates that have responded to this outreach will be notified when the position is advertised and how to apply.

If you are interested in this position please fill out the attached form and return it via email to mawright@fs.fed.us , by fax to Michael Wright, (423) 338-6577, or by mail to the address on the form below. **Responses must be received by July 7, 2014.**

For additional information and question please call Michael Wright at (479) 338-3309



CANDIDATE RESPONSE/OUTREACH FORM
Cherokee National Forest, Ocoee Whitewater Center
Assistant Director/ Special Uses Coordinator
GS-0101/401-9/11

Please Reply By July 7, 2014

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?

SCHEDULE A (PERSON WITH DISABILITIES)

VETERANS READJUSTMENT (VRA)

DISABLED VETERANS W/30% COMPENSABLE DISABILITY (30% DISABILITY)

VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998 (VEOA)

FORMER PEACE CORPS VOLUNTEER

PATHWAYS PROGRAM (STUDENTS AND RECENT GRADUATES)

Use the space below to identify special qualifications, interest, or additional information:

Thanks for your interest.

Please send this completed form to Michael A. Wright, District Ranger, via email: mawright@fs.fed.us; by FAX to 423-338-6577; or mail to: Michael A. Wright, Ocoee/Hiawassee Ranger District, 3171 Hwy 64 East, Benton, TN 37307