OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT FULL TIME POSITION

The Pine Knot Civilian Conservation Center in Pine Knot, KY is recruiting for the following position:

Administrative Officer, GS-0341-09/11

Announcement #:

IMPORTANT NOTES:
This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent serves as the Center Administrative Officer and a full member of the Center Director’s primary staff with responsibility for Center management activities involving planning, organizing, directing, and coordinating the business management and support activities required for the operation of the Center.

The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) and/or the Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

DUTIES: (The duties described reflect the full performance level of this position)

Serves as an advisor and consultant by providing authoritative and legal propriety of contemplated actions, and recommends alternatives to a wide variety of problems in Center administration and management. The incumbent provides recommendations on development and execution of Center work programs to ensure their accomplishment within applicable guidelines, available manpower, and funds. Develops, recommends, and places in effect business management policies, plans, and procedures designed to achieve maximum effectiveness within Forest Service and Department of Labor (DOL) limitations and provide overall direction of their application to meet constantly changing priorities and conditions. Responsible for maintaining continuing surveillance of all phases of Center operations to insure compliance with rules, regulations, and procedures relating to business management functions. During periods when designated as “Acting Center Director” assumes full responsibility for making commitments and decisions within framework of established policies and standard operating
procedures. Advises and assists the Center Director in the development organizational, financial, and workload analysis and studies, and recommends changes that will result in improved and efficient operations. With Center Director and primary staff participates in formulating and developing community relations activities and in planning additional development of Center improvements such as buildings, utilities, and communication systems.

Program Management - Incumbent is responsible for all administrative and business management activities at the Center and directs the accomplishment, coordination and control over the functional areas of financial management, contracting, procurement and property management; personnel management; office services and other support management; telecommunication services; food services, medical services, and supply services. Plans for the effective operation of the various business management activities and their functions; their correlation and integration with other Center activities and functions; and provides special services, advice, and interpretation for use by the Center Director and primary staff.

Financial Management - As Financial Manager for the Center incumbent provides coordination and guidance for preparation of the Center budget. Reviews and analyzes staff budgets to ensure that the preparation and use of funds are in accordance with allocations, policies, procedures, laws and required formats. Reviews and analyzes the direction and procedures on financial management and develops advice and guidance to primary staff to accomplish objectives. Reviews budget requests and the authorized staffing, travel, and funding levels and participates in recommendations for funding and staffing decisions based on objectives and direction. Establishes and maintains a current appropriate and functional control record of all allocations and authorizations received and those dispersed. Conducts periodic financial reviews to ensure rate of expenditures are within occupational authorities and to advise managers if remaining funds are adequate for the remaining amount of work to be accomplished; advising the Center Director on program changes necessary to accommodate financial limitations. Serves as the coordinator for the program planning, budgeting, and management information systems process, and is responsible for developing long range budgeting direction and guidelines which will be integrated into the Center program of work. Incumbent is responsible for the accurate payment of student payrolls and allowances, management of the financial accounts established for the Center, and required reporting procedures, DOL/USDA Forest Service instructions and guidelines. Incumbent has overall responsibility for the inspection and audit of Student Welfare Association (SGA). Counsels and provides guidance in the establishment and maintenance of a Center Welfare organization, and insures compliance with Forest Service and Department of Labor policy and directives.

Personnel Management - Serves as Personnel Manager for the Center and is the source of technical authority in applying and checking adherence to complex legal, regulatory and policy requirements involved in the personnel arena. Through personal contacts and distribution of written materials, keeps the Center Director and staff informed of established policies, rules, and regulations as they apply to various personnel functions. Incumbent is responsible for providing advice and guidance to the Center Director on various personnel problems and appropriate disciplinary actions to be taken. Advises Center staff of proper performance management and evaluation procedures; ensuring timely completion of performance appraisals and approval of performance awards. Responsible for providing technical expertise and advice in all matters pertaining to employee and labor relations matters, serving as a member of the Center Partnership Council to resolve potential problems and concerns. Continuously facilitates good working relationships between both management and the union, and ensures that Center staff receives appropriate training to adhere to the policies and procedures of the Master
Agreement. Serves as OWCP manager for the Center to ensure that all staff injury and illness cases are properly documented and required paperwork is submitted timely to the Forest Personnel Office. In consultation with the Center Safety Officer, may oversee OWCP matters for student injury and illness cases. Serves as Center Training Officer to ensure DOL and Forest Service training requirements are carried out. Determines training needs and develops and coordinates a Center training plan. Manages funds allocated for formal and informal training and monitors and authorizes all training requests. As Equal Employment Opportunity/Civil Rights Program Coordinator for the Center, the incumbent is responsible for the planning, implementation, accomplishment and follow-up on EEO/CR program goals and objectives. In consultation with the Center Director and key staff, establishes goals which require recruitment and outreach activities, special emphasis activities, training, and handling of informal complaints.

Contracting, Procurement and Property Management - May serve as COR or advisor and participates in the development and preparation of contracts, cooperative agreements, and other legal arrangements that facilitate Center operations. Responsible for the Center procurement program to meet planned and emergency needs in compliance with laws and legal limitations, this may involve small purchases, obtaining competition where appropriate, arranging for procurement above delegated authority through the Job Corps Field Office. Responsible for the management of the Center property program which involves maintaining control records for accountable property and making periodic inventories; issuing instructions to insure the proper use and protection of property; determines property condition and recommends disposition as required; recommends accountability relief or assessment for lost, destroyed, or stolen property. Provides guidance to warehousing staff in shipping and receiving, excess property receipt and disposal, and the issuing of clothing to students.

Office and Support Services - Manages a variety of service support functions for the Center; this includes mail functions, printing and duplication, space management, files and records management, directives management, telecommunications and information management systems, and office equipment maintenance and repair. Manages the processing of student records; student pay, allowances, allotments, and readjustments; bail bonds and lawyer fees; and student transportation and subsistence; and student placement records. Responsible for coordinating with counselors and advisors in the development, implementation, monitoring, and modifications of Center procedures as it applies to student placement.

Food Service – Responsible for providing administrative direction for the Center food services program ensuring proper quality and quantity of food; facility cleanliness; procurement; storage and inventory; menu planning, and meal preparation. If applicable, may direct the operations of the culinary arts program.

Medical Services - Ensures the planning and implementation of the Center Health Care Program and provides administrative support for a variety of services which includes contracted dental, medical, and mental health components.

OUTREACH RESPONSE:

Interested applicants desiring further information should contact Dan Crow by phone at 606-354-4204 or email dfcrow@fs.fed.us. If you are interested in this position, please complete the Outreach Response
Form and return it to the email address or fax number listed on the response form. Respondents will receive further instruction on the application process at the end of the outreach period. Those interested may review www.usajobs.com, the U.S. government’s official site for jobs and employment information.

**HOW TO APPLY:**

The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at: www.usajobs.com. Once the announcement is posted, all who responded to the outreach notice will be contacted by email to let you know what the vacancy announcement number will be for this position.

**About the Pine Knot Job Corps Center:**

The Center is located within the boundaries of the Daniel Boone National Forest, but is administered by the US Forest Service Job Corps National Office in Denver, Colorado. The Daniel Boone National Forest encompasses an area of approximately 692,536 acres, from Morehead, in northern Kentucky, to the Tennessee and Virginia border.

**Offices on the Daniel Boone National Forest include:**

Supervisor’s Office, Winchester, KY  
London Ranger District, London, KY  
Cumberland Ranger District, Morehead, KY  
Redbird Ranger District, Big Creek, KY  
Stearns Ranger District, Whitley City, KY

**The Center has the following five organizational areas:**

Administration  
Counseling  
Education  
Residential Living  
Vocation

Pine Knot Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America's disadvantaged youth between the ages of 16 and 24 the opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to more fully participate in the world of work and citizenship.

The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability
skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society.

The Pine Knot Job Corps Center is located approximately 90 miles south of Lexington, KY and approximately 80 miles north of Knoxville, TN. The Center has the capacity to house and train 175 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

**Pine Knot offers training in the following career technical training fields:**

- Auto Mechanics
- Construction Craft Laborers
- Culinary Arts
- Urban Forestry
- Welding
- Union Brick Masonry
- Union Carpentry
- Information Technology

Career Technical Training is accomplished through work experience training and classroom instruction. The length of the career technical training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months.

Pine Knot offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. Pine Knot is an accredited high school by the state of Kentucky. The Center awards high school diplomas as well as GED Certificates upon completion of the total academic and vocational training programs.

Three dormitories (one female, two male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

**About Pine Knot:**

Pine Knot is located in a rural setting on Highway 27 in McCreary County, Kentucky. McCreary County has approximately 15,000 residents and consists mostly of forestlands and mountainous terrains. The basic economy is made up of several manufacturing companies, small individually owned businesses, logging, the local school system and the Job Corps Center. It is a small rural close-knit community.

There are many beautiful tourist attractions in McCreary County and the surrounding areas. Some include natural wonders such as Cumberland Falls State Park, Yahoo Falls and Natural Arch. There are several miles of developed trails, Blue Heron Mining Community, Big South Fork Recreation area, and many other activities and fun things to do.
The community around Pine Knot and McCreary County offers 3 motels, a motor lodge, a variety of fast food and family restaurants, a public library, several medical and dental facilities, two banks, a golf course, a senior citizen center, several volunteer fire departments, sheriff’s department, county and city offices, softball and baseball fields, and numerous churches of all denominations. Numerous shopping facilities are located within a 30 mile radius of the Center. Housing is available in the $40,000 to $80,000 range. Rentals are available on a somewhat limited basis with average rental costs of $250 to $500 per month. McCreary County also has a community technical college system, one central high school, two middle schools (grades 6-8), and four elementary schools (grades K-5).