OUTREACH NOTICE

PINE KNOT CIVILIAN CONSERVATION CENTER
DANIEL BOONE NATIONAL FOREST

PERMANENT POSITION

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

Support Services Supervisor, GS-0342-07/08

Announcement #: 

IMPORTANT NOTES:
This position is located at the Forest Service Job Corps National Office, serving as the principal assistant to the Administrative Officer with responsibility for accomplishing a variety of Center support services. All support services activities are consolidated in the Center’s support services organization. Most day-to-day activities are performed by subordinate employees. 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) 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.

This position is subject to applicant and random drug testing in accordance with USDA Department Regulation 4430-792-2.

DUTIES:(The duties described reflect the full performance level of this position)
Supervisory Duties (25%):
Exercises supervisory controls, both full technical and administrative, for three (3) or more subordinates with responsibility for making assignments, observing methods and progress, advising on problems with the counseling programs, and for rating performance and approving leave. Plans the work to be accomplished by subordinates to include setting goals and priorities. Assigns work to subordinates based on priorities, difficulty, and requirements of the assignment, and the capabilities of the employees. Evaluates performance of subordinates. Counsels and instructs employees on counseling and administrative matters. Interviews candidates for counseling positions; makes recommendations for appointments, promotion and reassignment. Hears and resolves complaints from employees regarding grievance and serious employee complaints. Takes action in minor disciplinary measures either through warnings or reprimands. Refers all unresolved grievances and serious complaints to the Center Director or appropriate staff. Assures equal opportunity is extended to all employees supervised which includes
full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate equal opportunity and program missions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign, and similar techniques; and ensuring full equal consideration of these employees in recommending promotions, awards, and other forms of special recognition.

Non-Supervisory Duties:

Budget - Provides technical advice and assistance to managers on matters associated with work planning and budget preparation. Technical advice and assistance involves providing guidance on current planning and budget directives, providing updated cost figures, offering technical interpretation of related directives, and providing historical, financial, and statistical information to individuals preparing budgets for their functional area. Prepares and/or assists with the formulation of the total Center budget by analyzing non-resource work plans, determining total program and project costs, calculating overhead assessments, reviewing proposals to ensure compliance with current instructions, and consolidating proposals into a Center-wide budget proposal. Presents the proposed budget to the Administrative Officer with alternatives and recommendations. Provides technical advice and support to the Administrative Officer in the presentation of the proposed Center budget to the Center Director. Technical support involves explaining deviations from instructions, how the budget was prepared, and procedural matters. Conducts periodic reviews of expenditures. Analyzes discrepancies and recommends courses of action to correct. Makes adjustments of funds between line items and fund codes and requests adjustments that must be accomplished by higher authority. Retrieves financial reports as needed using the Center Accounting System. Reviews and analyzes these reports for discrepancies ensuring proper appropriation usage, appropriate application of policies, use of funds, correct coding of documents, imprest fund accountability, and other related accounting functions. Insures end of month obligations are transmitted. Prepares or assists with preparation of additional and/or emergency funding requests and reimbursements, e.g., major medical, transfer of station expenses, etc.

Procurement - supervises the Purchasing Agent who is directly responsible for: Purchasing or contracting for supplies, equipment, and services through open market purchase by blanket arrangement, cash, government credit cards, third part draft, etc. Maintaining supply source catalogs and requisitions supplies, equipment, etc., from GSA, Federal Supply Schedules, and excess property lists. Preparing GBL’s, equipment rental agreements, checks and receipts through APOs all purchase orders, and follow upon invoices and other payment documents. Serving as Imprest Fund Cashier for Forest Service and/or Department of Labor funds (Student Pay Officer), in either a primary or alternate capacity. May serve as Contracting Officer’s Representative (COR) for Center contracts, e.g., pest control, sanitation services, etc. including requests for contract action, payment documents and negotiation attempts when problems are experienced or amendments to the contract are necessary.

Personnel Services - as the Center’s procedural expert on personnel matters, keeps other members of the Center staff current and informed on policies, rules, and regulations. Supervises the initiation and control of a variety of personnel activities, e.g., preparation of draft position descriptions, requests for personnel actions, annual performance ratings, outreach and recruitment, new employee orientation, staff payroll processing, OWCP, etc. Assists with the administration of Human Resource Programs on Center.

Office Services - responsible for leadership and direction of functions relating to mail services, typing services, space allocation, property management, communications, building security, directives, forms and reports, library and files, office machine operations, travel services, transportation, and related work.
Property Management – may assist with the administration of the Center’s property management program for non-expendable equipment which includes responsibility for analyzing maintenance and repair frequency and costs, and recommending action to dispose of or replace equipment. May input to and/or maintain an accountable property system.

Computer Services - supervises the scheduling and maintenance of computer equipment and software. Inputs and retrieves data from a variety of systems. Distributes information about new uses of Center computer systems. Assists Center employees in accessing computer systems. Assures that the Center telecommunication system remains in good working order. Makes recommendation for change as needed. Supervises training and guidance to Center staff on new or modified uses of the electronic information processing systems equipment. Coordinates usage and suggested improvements with the Job Corps National Field Office, and Department of Labor. Enrollee Administration - supervises the administration of an effective student records system which includes pay, leave, transportation, clothing, accountability reports, SPAMIS accountable data, terminations, placements, education/GED, vocation data, etc., ensuring that all deadlines are met.

OUTREACH RESPONSE: (Please respond no later than 1/25/2013)

Interested applicants desiring further information should contact Allen Vaughn by phone at 606-354-4245 or email arvaughn@fs.fed.us. If you are interested in this position, please complete the Outreach Response Form and return it (with a resume preferred) 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
Morehead Ranger District, Morehead, KY  
Redbird Ranger District, Manchester, KY  
Stanton Ranger District, Stanton, 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 224 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  
- Union Painting  
- 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.

Four dormitories (one female, three 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).
OUTREACH RESPONSE FORM
Pine Knot Job Corps, Pine Knot KY

Position Applying For:
Support Services Supervisor GS-0342-07/08

Name:

Email Address:
Mailing Address:

Telephone Number:
Are you currently employed by the Federal Government? Y  N
If so, name of Agency:

Type of Appointment:
Permanent  Temporary  Term  Other

Current series, grade and title:

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

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<tr>
<th>Person with disabilities</th>
<th>Veterans readjustment</th>
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<tr>
<td>Disabled veteran w/30% compensable disability</td>
<td>Veterans Employment Opportunities Act of 1998</td>
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<tr>
<td>Former Peace Corps Volunteer</td>
<td>Student Career Experience Program</td>
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<td>Other:</td>
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Narrative on why you feel you are a Qualified Candidate for this position:

Please send this completed form and (resume preferred) to Allen Vaughn at arvaughn@fs.fed.us , or by fax to 606.354.4270, or by mail to:

Pine Knot Job Corps
P.O. Box 1990
Pine Knot, KY 42635

Thank you for your interest in our vacancy. Pine Knot Job Corps is an equal opportunity employer.

This form will inform us of your interest in the position. In addition to this form, you must still apply online at USAJOBS at: www.usajobs.gov