

USDA Forest Service Job Opportunities

Are you interested in caring for the land and serving people? A job with the USDA Forest Service could be your opportunity to help manage and conserve the nation's forests and grasslands while unlocking possibilities for professional growth and career advancement. Enclosed is a list of some positions that are being advertised on USAJobs and on the Forest Service Careers Map (QR code):

- Program Specialist
- Administrative Operations Specialist
- Administrative Support Assistant
- Data Services Specialist
- National Environmental Policy Act Planner
- Budget Analyst
- Program Support Clerk
- Customer Service Representative
- Management and Program Analyst
- Visitor Services Information Assistant
- Biological Science Information Specialist
- Support Services Specialist



The USDA Forest Service is a federal land management agency that cares for more than 193 million acres of the nation's forests and grasslands.

Program Specialist - Analyzes, plans, and implements new methods for coordinating the administrative work of a complex organization with centralized and decentralized organizational offices requiring complicated administrative controls to accomplish the work of the organization. The incumbent is responsible for calendars, meetings, and travel for the Forest Supervisor and Deputy Forest Supervisor and exercises exclusive control over their calendars, with complete authority for time commitments. Schedules meetings and makes arrangements such as preparing agendas, notifying participants, reserving conference space, and similar matters. Coordinates with subordinate supervisors to ensure key staff members are present at meetings and briefs the participants before the meeting occurs. Develops background information, and briefing materials and ensures supervisor has the necessary information in advance of meetings. Follows up on action items with appropriate staff members.

Administrative Operations Specialist - Assignments are designed to provide experience and familiarity with the work of the office. Incumbent assists higher graded employees and staff members in projects or segments of projects to become familiar with the complex administrative work of the office.

Administrative Support Assistant - The incumbent is the Purchasing Agent for the unit and supports and assists with a full range of purchasing and procurement needs. Receives and distributes supplies and special-order items. Reconciles purchases within the appropriate database in a timely manner. Procurement and purchasing files are maintained in accordance with Federal regulations and agency directives.

Data Services Specialist - Serves as program support for the Region in corporate applications and corporate/regional data, both geospatial and tabular. Provides guidance and support to the Forests with the management of natural resources software, programs, and applications for corporate databases and has the technical ability to write database queries. Provides established training, as needed, regarding information systems and databases for natural resources. Attends meetings and workshops and works with supervisors on the delivery of the information received.

National Environmental Policy Act Planner - Develops the annual program of work for all aspects of the unit NEPA accomplishment program. Responsible for gathering all the appropriate information in order to develop the current and long-range project planning in the assigned area. Forecast projected financial, informational, administrative, and

staffing needs based on input from all program areas. Responsible for the development, monitoring, and maintenance of planning documents and action plans for all aspects of the program of work, including monitoring targets and making changes when needed.

Budget Analyst - Performs a variety of budget analysis functions in assigned areas, which may include work in any segment of the normal range of budget administration work performed by the organization including budget formulation, budget presentation-enactment, or budget execution. Performs duties which typically include the following: assisting in the preparation of budget estimates and justifications; interpreting OMB directives and circulars; providing information and advice to program managers; reviewing budget submissions for reasonableness, accuracy, and conformance with procedures and guidelines; monitoring budget; and recommending reprogramming of funds as needed.

Program Support Clerk - Incumbent is responsible for processing all new student files using the Department of Labor computerized recordkeeping system. Responsible for all required forms to be initiated for each individual student folder and placement in the appropriate file or program, including processing current photographs using current digital software. Responsible for updating any and all student information in records as needed. Responsible for entering data into spreadsheet or database software. May revise, sort, calculate, and retrieve data from specified electronic records for reports. Maintains and accurately updates file system to enable quick and efficient retrieval of information. Accurately purges files or performs other file disposition actions in accordance with established procedures. Promptly and accurately follows procedures for sensitive document control.

Customer Service Representative - Greets visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the Agency to distinguish among and between function related to the subject of the inquiry. Uses good host techniques in all contacts.

Management and Program Analyst - Conducts analyses of individual programs, functions, and organizations to determine whether the management systems in current use efficiently accomplish the objectives sought, and whether they provide the controls necessary for sound management. Uses a variety of complex analytical techniques.

Visitor Services Information Assistant - Ensures that the information desk at a reception area or visitor center is covered at all times and answers the phone and radio. Greets visitors and responds to a variety of inquiries regarding Forest Service activities, programs, exhibits, facilities, policies, and functions. Evaluates inquiries in order to provide the most useful and appropriate information or to suggest other options, such as alternate routes or activities.

Biological Science Information Specialist - Oversees data life cycle management. Works with managers and resource specialists to determine the type, amount, and level of information required to develop and analyze ecosystem management alternatives. Assesses quality, compatibility, and limitations of various data used in a wide array of land management and planning efforts. Develops data dictionaries, data models, and metadata for multi-disciplinary information and geospatial applications. Coordinates conversion of geospatial information and remote sensing imagery into GIS databases. Responsible for the organization and maintenance of resource information and data to facilitate analysis across multiple disciplines, including but not limited to recreation, silviculture, planning, engineering, and fire.

Support Services Specialist - Serves as the point of contact involving unit project proposals by collecting and analyzing costs, staff power, procurement, and other data necessary to prepare the annual operating budget. Reviews and edits budget requests to ensure conformance with organizational requirements. Validates budget-related transactions and resolves inconsistencies. Reviews project expenditures by ensuring allocations are not exceeded and surpluses are identified, appropriate staff are alerted, and if necessary, recommends reprogramming in other areas.

USDA is an equal opportunity provider, employer, and lender.