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VISITOR SERVICES INFORMATION ASSISTANT

Position Number: FS3595

Duty Location:

Mt. Pinos Ranger District in Frazier Park

For more information on the Los Padres National Forest, visit the Forest's website at www.fs.fed.us/r5/lospadres

Position will be announced on USAJOBS.gov in the near future.

For more information, contact Los Padres National Forest, Mt. Pinos Administrative Support Assistant, Donna Johnson:
Email: donna.johnson2@usda.gov • Phone: (805) 865-6204

America's JobCenter

*Gloria Zacarias at America's Job Center
(661) 742-3048 • zacariasg@kerncounty.com*

www.americasjobcenterofkern.com

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LOS PADRES NATIONAL FOREST

For more information on the Los Padres National Forest, visit the Forest's website at www.fs.fed.us/r5/lospadres

TITLE:	Visitor Services Information Assistant	DUTY LOCATION:	Frazier Park, CA
SERIES, GRADE:	GS-1001-05	APPOINTMENT TYPE:	Permanent

**Position will be announced on USAJOBS.gov in the near future.
Please respond ASAP to be informed!!**

The Los Padres National Forest is conducting outreach to fill a Permanent Visitor Services Information Assistant Position. The duty location is Mt. Pinos Ranger District in Frazier Park, CA.

DUTIES: 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. Performs regular daily activities for the reception area or visitor center, including but not limited to, daily opening and closing of the facility, raising and lowering the flag, and maintaining the front desk. Provides visitors with effective instructions on security and safety procedures and informs the supervisor of visitor needs. Operates a variety of audio/visual equipment. Maintains a lost and found for visitors and staff. Coordinates Interpretive Association book sales, including ordering, stocking, sales, quarterly inventory and reporting.

Handles clerical duties, such as mail and package delivery, personnel updates to phone lists and sign-out board. Supports the office by performing such duties as monitoring of field going personnel for safety purposes, assistance with scheduling the conference room, fleet use reporting, travel assistance, assistance with purchasing during busy times, and other projects and duties as assigned by the supervisor. Monitors the status of office and security equipment and uses a variety of office and computer equipment to accomplish project and unit goals. Serves as Collection Officer to sell forest timber permits and other items, such as maps and passes, in accordance with manual and handbook requirements. Is held responsible for submitting and accounting for collected monies using approved computer programs and records.

Position Number: FS3595

FOREST LOCATION:

Los Padres National Forest encompasses approximately 1.75 million acres of central California's scenic coastal mountain ranges. The forest stretches across almost 220 miles from north to south and consists of two separate land divisions. The northern division is comprised of the very unique Big Sur coastal range descending steeply to the ocean on the west and to the Salinas Valley on the east. It is within Monterey County and northern San Luis Obispo County. The "main division" is unique in being a transverse east-west coastal range divided by the Sierra Madre Ridge and draining to the ocean on the south and to the Cuyama valley to the north. It includes lands within San Luis Obispo, Santa Barbara, Ventura and Kern Counties.

Mt. Pinos District:

Mt. Pinos Ranger District: The District office is located in the Frazier Park area approximately 50 miles south of Bakersfield and 65 miles northwest of Los Angeles along the Interstate 5 corridor. Mt. Pinos employees receive

Los Angeles area locality pay. Most employees live in the local mountain communities or commute from Bakersfield, Lancaster, or Santa Clarita.

The Mt. Pinos Ranger District encompasses 497,064 acres of the Los Padres National Forest located in the Western Transverse Range and a portion of the Sierra Madre Coastal Range of California including portions of Kern, Ventura, Los Angeles, and Santa Barbara Counties. Elevations range from 2,000 to 8,830 feet at the summit of Mount Pinos. This variation in elevation offers some of the most diverse landscape on the Los Padres National Forest. Vegetation varies from sagebrush and annual grasses to mixed coniferous forests. There are numerous recreational opportunities on the district with campgrounds, three Wilderness areas, motorized and non-motorized trails to ride, hike and horseback; and hunting opportunities for upland birds and big game. The District has the largest OHV program on the Forest with 220 miles of designated OHV trails.

Average annual precipitation in Frazier Park is 9-11 inches with most occurring between December and March. Snow is common and summers are usually dry and warm.

For community information visit: <http://www.frazmtn.com>, <http://www.bakersfieldcity.us>, <http://www.santa-clarita.com>

The Mt. Pinos Ranger District Office is located at: Address: 34580 Lockwood Valley Rd. Frazier Park, CA 93225 and serves as the main office for the Mt. Pinos Ranger District of the Los Padres National Forest.

TOS: Basic Transfer of Station (TOS) may be approved for this position. Carefully review the Announcement in USAJobs (when applying) for full details on what level of TOS has been approved.

INTERESTED CANDIDATES: There will be a spate application period in USAJOBS.gov at a future date. If you respond to this outreach, you will be emailed a link to the job announcement when it becomes available. The direct link to the application will also be added to this outreach. This notice and request to respond to the outreach is only to gage interest.

Respond to this outreach by selecting the following link:

For more information contact Los Padres National Forest, Mt. Pinos Administrative Support Assistant, Donna Johnson:

Email: donna.johnson2@usda.gov

Phone: 805-865-6204

Address: Mt Pinos Ranger District Office
34580 Lockwood Valley Road
Frazier Park, CA 93225

THANK YOU FOR YOUR INTEREST!

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