



FS-ACES PILOT PROGRAM OPEN POSITIONS

June 30, 2017



Region 9 Job FS~ACES 0006 Chequamegon-Nicolet National Forest, Park Falls, WI

Timber Sale Administration Mentor/Trainer

Level III

Senior Service America, Inc. is recruiting for a Timber Sales Administration Mentor/Trainer position in the pilot FS-ACES Program (55 years of age or older) at the Chequamegon-Nicolet National Forest, in Park Falls, WI.

Role: Trains and coaches Forest Service employees performing duties covering the entire array Timber Sales Administration activities.

Responsibilities:

- Mentors and advises Timber Sales Administrators and Timber Staff in the process of field inspections of purchaser operations.
- Trains Forest Service employees to conduct timber sales administration activities.
- Reviews timber sale statements or accounts prepared by Timber Sales Administrators to ensure sufficiency and accuracy of assessments; advises on activities and methods to make improvements.
- Shadows and reviews work of Timber Sales Administrators as they inspect work for compliance with contract specifications and provisions, prepare service contracts, and ensure contractual obligations are met before recommending sale closure.
- Provides guidance and advice in the review and assessment of timber sale contracts and pre-sale data to determine sufficiency and viability.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; BA/BS in Agriculture, natural resources, agronomy or related field of study; 15 years of related experience; Professional Experience in Administration of Federal Timber Contracts 2400-6T, 2400-13T, 2400-4 and 2400-3T as a certified Sale Administrator, FSR or Timber Sale Contracting Officer; Physical requirements include the dexterity to reach, stand, climb, move, considerable walking, stooping, bending, lifting up to 100 pounds and the ability to work outside in environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Must Possess:

- A valid driver's license.
- Ability to coordinate and conduct timber sale administration duties.
- Knowledge of federal timber sale contracts and contracting procedures.
- Knowledge of forestry land management theories, concepts, and practices.
- Skill in communication and interpersonal relations.

Hours & Compensation: Work up to 29 hours per week. Hourly wage rate: \$35.00

To Apply - E-mail resume to: seepmi@ssa-i.org. Subject Line of email: Please type **Timber Sales Administration Mentor/Trainer – WI**