Outreach Notice
Program Specialist – GS-0301 07/09
Southern Research Station - Forest Inventory & Analysis – United States Forest Service

Response Due: April 6, 2020

The duty location for this position will be at 4700 Old Kingston Pike, Knoxville, Tennessee 37919. The primary functions will include managing both our Grants & Agreements and Budget for our Forest Inventory & Analysis Program.

Duties include, but are not limited to:

This position will provide grants and agreements support to program managers, establishes and maintains relationships with partners such as state government agencies, tribes, and universities, for-profit and non-profit organizations. Responsibilities will also involve reviewing grant/agreement proposals/applications to verify basic compliance with program guidelines. The incumbent will also be responsible for inputting and maintaining all pertinent data bases for grants and agreements and generate reports.

The incumbent is responsible for managing or supervising record keeping aspects of the unit budget to include coordinating fiscal year budgets by maintaining, reviewing, monitoring, and reconciling a variety of records through transaction registers, purchase orders, account records, and data from other financial control documents. Provides projection of annual budget needs based on past funding and anticipated commitments and alerts managers to existing or potential allocation shortfalls, as well as identifying surpluses that may occur with funds. As requested, prepares a summary with detailed information as to expenditures, balances, and projected needs. This position serves as the point of contact and liaison on budget-related issues, coordinating with other staffs when appropriate.

Once you complete this form, please email it to Robert E. Lee at robert.lee3@usda.gov by April 6, 2020.

Name:
Email Address: Click here to enter text.
Phone Number: Click here to enter text. Mobile Click here to enter text.
Employer: Click here to enter text. Other Click here to enter text.
Location: Click here to enter text.
Current Position Title & Grade: Click here to enter text.

For more information about this position, please contact Robert E. Lee, by email at robert.lee3@usda.gov or at (865) 862-2095.