## FSShield#2OUTREACH NOTICE

FOREST SERVICE

Washington Office

     Management and Program Analyst (Data Manager) GS-0343-13/14

Office of the Associate Chief

Washington, DC

**Please respond by August 31st, 2015**

The Washington Office Headquarters Office (WO) is advertising a new and innovative permanent full-time position to serve as a Data Manager in the Office of Sustainability and Climate Change (OSCC). The OSCC is within the Office of the Chief of the USDA Forest Service. The incumbent plans, directs, evaluates and administers a comprehensive data and reporting program within the Office of Sustainability and Climate Change to support integration and program delivery of sustainability and climate change programs throughout the agency. The varied work includes collection, organization and reporting of information in support of a resilient organizational infrastructure, and natural resource response to the current and future impacts of climate change. This work is significantly important to the Agency, affecting broad functional areas and multiple organizational levels of the Forest Service.

This position is virtual, located at a Forest Service office. Final duty locations, grade, and hiring authorities will be determined based on outreach responses from qualified candidates. Further information is available upon request.

##### **Major Duties**

Major duties include, but are not limited to:

* Serves as a subject matter expert on data and reporting related to sustainability and climate change;
* Leads the agency’s efforts in planning and implementing a comprehensive and synergized data and reporting program within the Office of Sustainability and Climate Change (OSCC) aimed at increased efficiencies and accomplishments. This position will lead efforts to:

1) Institutionalize sustainability and climate change data and reporting

2) Develop and maintain a framework for managing data that provides for easy access to retrieve accurate, transparent consumption, cost, and other data;

3) Clarify roles and responsibilities for upward reporting and data storage,

4) Increase awareness of stakeholders of the data and its value, and

6) Coordinates with other data providers internal and external to the Forest Service to access data useful in addressing sustainability and climate change issues.

7) Monitors reporting requirements and tracks progress. Ensures data is collected as efficiently as possible while minimizing impacts on the field; and

* Serves as an agent for change management and assists in maintaining awareness of sustainability and climate change with respect to achieving the Forest Service mission;

##### **Desired Qualities**

The ideal candidate will be one who:

* Has a working knowledge of reporting and data requirements pertaining to sustainability and climate change, and how the results of reporting and data requirements influence program development and decision-making;
* Can connect specific data needs and requests to the larger context of sustainability and climate change;
* Has familiarity with computer systems that organize, store and retrieve data
* Relishes data analysis, seeking out ‘metrics with meaning,’ and can communicate complex information simply;
* Articulates clear outcomes and develops a plan to achieve those outcomes in a collaborative manner by working across diverse disciplines;
* Thrives in a team and in a virtual environment;
* Is dynamic and an innovative change agent;
* Has influential interpersonal, verbal, and writing skills;
* Independently organizes, plans, and prioritizes work assignments;
* Adapts to frequently changing demands; and
* Solves problems and seeks solutions where minimal or no guidelines exist.

**Community Information:**  Position will be located at a Forest Service office, with teleworking opportunities. **Final locations will be determined based on outreach responses from qualified candidates.**

**To Respond:**

Please respond using the outreach database.

[https://fsoutreach.gdcii.com?id=2451CCA660EF43619056F5625C46FDE1](https://fsoutreach.gdcii.com/?id=2451CCA660EF43619056F5625C46FDE1)

In the remarks section of the outreach database include a short description detailing your experience with sustainability and climate change.

Send a resume to:

Bill Connelly at [wconnelly@fs.fed.us](mailto:wconnelly@fs.fed.us)

For more Information please contact:

Bill Connelly at [wconnelly@fs.fed.us](mailto:wconnelly@fs.fed.us), or Anna Jones-Crabtree at ajonescrabtree@fs.fed.us