



OUTREACH NOTICE
USDA Forest Service ■ WO State & Private
Grey Towers National Historic Site



Date: November 20, 2023



Museum Specialist
GS-1016-11
Permanent Position
Grey Towers National Historic Site, Milford PA

Grey Towers National Historic Site, the ancestral home of the first Forest Service Chief Gifford Pinchot, will soon be advertising and filling a new permanent full-time Museum Specialist, GS-1016-11 position. We are looking for a motivated, self-starting individual who enjoys leadership and teamwork while balancing promotion and protection of heritage resources. The position will be located in Milford, PA, and is telework eligible. The purpose of this outreach is to determine the area of interest and candidate pool for this employment opportunity. Schedule A Direct Hiring Authority may be considered and applicants are encouraged to research the non-competitive hiring authorities to determine eligibility. Information can be found at [Hiring Authorities \(opm.gov\)](https://www.opm.gov)

Description of Duties:

This position serves as a Museum Specialist on the Forest Service's only national historic site and will have the primary responsibilities of historic collections care, development and management for a collection of over 17,000 items both in storage and on exhibit. The collections date from 18th 19th and early 20th centuries and are of mixed medium to include paintings, sculptures, furniture, textiles, photographs, natural history specimens, books, manuscripts and archival documents. As a member of the leadership team, we are looking for someone with

excellent skills in developing and implementing appropriate use of the historic resources and performs long-range planning, exhibit development and technical research. Duties will require performing and supervision for the technical museum work, overseeing registration process, disposition of loans and special exhibits; management of the historical property collection and maintenance of the museum archives; develops and implements written plans, guidelines and policy according to accepted professional practice. Assists scholars and researchers, giving technical advice and assistance to the unit, agency and other institutions and the general public. Develops annual program of work, prepares and tracks museum budget, prepares contract specifications related to collections conservation and/or preservation projects while maintaining and performing duties associated with being a Contracting Officer Representative. Supervision of other staff will be 20% or less of the time. This position plays an integral part in making Grey Towers a center of excellence in Leadership training, conservation interpretation and cultural resource preservation and maintenance. Other duties may be assigned.

NOTE: The incumbent must have a valid driver's license to be able to drive to field sites.

For full description of duties and position description, please see the [Outreach Database](#).



Duty Station:

The duty location for this position is in Eastern Pennsylvania in the quaint town of Milford, PA at Grey Towers National Historic Site. Grey Towers is the renovated ancestral home of Gifford Pinchot, first Chief of the Forest Service and two-time governor of Pennsylvania. The 44-room Châteauesque historic mansion is nestled on 102 beautifully landscaped acres along with 4-5 associated historic outbuildings and 2 Forest Service visitor and office buildings. Grey Towers serves as a national conservation education and leadership center, with conferences and public programs promoting natural and cultural awareness and interpretation of the lives and conservation footprints of the Pinchot family. We serve approximately 20,000 visitors per year. For more information on Grey Towers, please visit our website at <https://www.fs.usda.gov/greytowers>.

Community Information:

This charming community of 1,172 residents is nestled in the Delaware River Valley with many outdoor adventures and festivals to enjoy. When ready for more robust adventures, drive only 80 miles to New York City! For more information about Milford, Pike County, PA, and the surrounding area, go to the following links:

<https://www.visitpa.com/region/pocono-mountains/milford> or <https://milfordpa.us/>

Applicants:

The following information may be helpful in the application process:

- Visit [here](#) for application tips or to view [past webinars](#).
- To view more information on Forest Service Careers, visit [here](#).
- **[Schedule A](#) helps individuals with special circumstances get appointed to Forest Service positions, allowing everyone the opportunity to make a lasting impact and help sustain the Nation's forests and grasslands.**

Interested individuals should fill out attached response form and email to Connie Macek at connie.s.macek@usda.gov. By responding to the outreach, you will be notified as the hiring process progresses.

Questions about the position should be directed to Joseph Koloski, joseph.koloski@usda.gov

Responses received prior to **December 12, 2023**, will be most useful, but responses will be accepted until the position is advertised or filled by a Direct Hiring Authority.

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).



OUTREACH RESPONSE
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Museum Specialist
GS-1016-11, Permanent Position
Grey Towers National Historic Site, Milford PA

If you are interested in this position, **please complete, and send the following information** to Connie Macek, Administrative Program Specialist at connie.s.macek@usda.gov by **December 12, 2023.**

*If you have any questions regarding the position, please contact **Joe Koloski at joseph.koloski@usda.gov***

Name:

Date:

Address:

Phone:

E-Mail Address:

Are you a current Federal employee? Yes No *****If you answered "YES" to this question, please fill out the following:**

Current Agency and Location:

Current Title/Series/Grade:

Indicate the type of appointment you are currently under:

(Career, Career-Conditional, Excepted, Excepted VRA, Temporary, Term, PWD, STEM and Other)

Respondents are encouraged to research the non-competitive hiring authorities below to determine eligibility. Information can be found at [Hiring Authorities \(opm.gov\)](http://HiringAuthorities.opm.gov).

Are you eligible for an appointment under any of the following special authorities?

- | | |
|--|---|
| <input type="checkbox"/> Former Peace Corps | <input type="checkbox"/> Person with Disabilities |
| <input type="checkbox"/> Student Employment Program | <input type="checkbox"/> Pathways Program |
| <input type="checkbox"/> Reinstatement Eligibility | <input type="checkbox"/> ANILCA |
| <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998: | <input type="checkbox"/> Veterans Recruitment Act |
| <input type="checkbox"/> Veteran with 30% Compensable Disability | <input type="checkbox"/> Spouse of a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training) |
| <input type="checkbox"/> Spouse of a 100% disabled service member injured while on active duty | |
| <input type="checkbox"/> Un-remarried widow or widower of a service member who was killed while performing active duty | |
| <input type="checkbox"/> Other | |

Please briefly describe your background and experience and why you would be a quality candidate for this position (or attach a resume):