OUTREACH NOTICE

GS-0303-05 Administrative Support Assistant

PLEASE RESPOND BY May 2, 2016

The Gila National Forest will soon be advertising for a GS-0303-05 Administrative Support Assistant to be located at the Silver City Ranger District in Silver City, New Mexico on the Gila National Forest. The following is a brief sketch of the major duties of the position, the Forest and the community.

Position Information

Supports and assists with a full range of purchasing and procurement needs of the unit. Requisitions office supplies, equipment, forms, printing services, maintenance services, etc. as required. Resolves non-recurring problems.

Receives and distributes supplies and special order items, reconciles purchases within the appropriate database in a timely manner.

Maintains procurement/purchasing files in accordance with Federal regulations and agency directives and ensures procurement documentation is signed and attached.

May use database or spreadsheet software to enter, revise, sort, calculate, and retrieve data for reports.

Receives visitors and handles calls of a routine nature, such as locations of key personnel and recreation opportunities. Has extensive knowledge of all other District activities and can answer inquiries regarding these. Responds to non-technical requests for information regarding office functions, status of reports, and other information as needed. Difficult, technical, or special questions are referred to the appropriate District Staff.

Receives data from multiple sources in multiple forms, reviews the data, and processes it to meet a variety of administrative needs. Examines documents and data for completeness, discrepancies, and other special requirements. Enters it into existing or newly developed databases using the appropriate software systems.

Reviews outgoing correspondence prepared in the official Correspondence Database submitted for supervisor’s signature for grammatical accuracy and conformance with policy, and discusses deviations or discrepancies with the author. Establishes and maintains the unit’s files in hardcopy and/or electronic format as required.

Prepares, audits, and transmits time and attendance reports for employees on the District. Keeps all District employees informed of personnel policies and regulations, such as leave, compensation for injury, retirement, promotion, etc.
Serves as Collection Officer to sell such items as National Forest maps, Christmas tree permits, 2400-4’s (Forest Product Sale Permits), and Golden Age Passports in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains accountability records as required.

May performed other duties as assigned.

**GILA NATIONAL FOREST**

The Gila National Forest is headquartered in Silver City, New Mexico. There are six Districts, five of which are located outside Silver City. The Forest is 3.3 million acres of forested hills and mountains. The Forest is predominately piñon juniper in the southern half with pine types in the northern half. Some unique features in the area include Gila Cliff Dwellings National Monument, the Catwalk and Aldo Leopold, Gila and Blue Range Wildernesses. Elevations range from 4,500 to 11,000 feet. More information may be obtained by visiting our website at [www.fs.fed.us/r3/gila](http://www.fs.fed.us/r3/gila).

**COMMUNITY**

Silver City [www.townofsilvercity.org](http://www.townofsilvercity.org) and the surrounding communities of Bayard, Santa Clara, Tyrone and Hurley are located in southwest New Mexico. Main access to Silver City is via Highway 180 north from Interstate 10 at Deming, NM. The elevation is 5,900 feet above sea level. The population of Silver City is approximately 13,000 and Grant County is about 29,000. Silver City was recently selected as one of the healthiest places to live and retire. It placed in the top 1% of over 3,000 communities our size or larger. Downtown Silver City is undergoing a revitalization effort and features many locally-owned shops and lots of art galleries. The community has two libraries and churches of all denominations. There are two newspapers, motels, radio stations, city and county offices and local retail businesses.

**Climate:** Silver City boasts four gentle seasons. The average annual temperature is 54 degrees. May is the driest month of the year while July is the wettest. The annual average precipitation is 15.69 inches.

**Cultural and Recreation Opportunities:** Recreation facilities include baseball and soccer fields, all-weather track, tennis courts, health and fitness clubs, an indoor and outdoor swimming pools, an 18-hole golf course, a bowling center and parks. Organized youth and adult sports activities are numerous. Trout fishing, hunting, hiking, horseback riding, bicycling and camping activities abound. Other area recreation facilities and attractions are: Western New Mexico University Museum [http://www.wnmu.edu/univ/museum.htm](http://www.wnmu.edu/univ/museum.htm), City of Rocks State Park and Historic Pinos Altos and the 3.3 million acre Gila National Forest. Special annual events include the Wild Wild West Pro Rodeo, Tour of the Gila Bicycle Race [www.tourofthegila.com](http://www.tourofthegila.com), Annual Blues Festival, Cowboy Poetry Gathering, San Vicente Artists’ Fairs and Tours, Gila Bird and Nature Festival, Billy Casper Golf Classic, Christmas Lighted Parade, 4th of July Celebration, Weekend at the Galleries, Farmer’s Market, Grant County Fair, Gem and Mineral Show, and several theatrical and musical presentations at the University Fine Arts Theatre. Special annual events include the Wild Wild West Pro Rodeo, Tour of the Gila Bicycle Race [www.tourofthegila.com](http://www.tourofthegila.com), Annual Blues Festival, Cowboy Poetry Gathering, San Vicente Artists’ Fairs and Tours, Gila Bird and Nature Festival, Billy Casper Golf Classic, Christmas Lighted Parade, 4th of July Celebration, Weekend at the Galleries, Farmer’s Market, Grant County Fair, Gem and Mineral Show, and several theatrical and musical presentations at the University Fine Arts Theatre.

**Medical:** Silver City has a Regional hospital [http://www.grmc.org/](http://www.grmc.org/), several medical clinics, ambulance service, an emergency care clinic, and physicians of all specialty areas, dentists and nursing homes.

**Schools:** Grant County has two public school districts. There are several private schools and alternative schools. Western New Mexico University [www.wnmu.edu](http://www.wnmu.edu) offers four-year programs and two year technical programs in areas such as education, nursing, basic arts and sciences and several graduate programs.

**Employment:** Major employers are Freeport-McMoRan Copper & Gold, Gila Regional Medical Center, Silver City Schools, Western New Mexico University, Walmart, Town of Silver City, Grant County, and the Gila National Forest.
**Housing:** Rental homes and apartments range from $600-$1000 per month for an average three bedroom home/apartment. Prices of single family homes range from $85,000 and up. Property taxes in Grant County are based on $18.00 per $1,000 mill levy.

**Transportation:** The nearest commercial airports are in El Paso, TX (3 hours), Tucson, AZ (3 hours) and Albuquerque, NM (4 hours). Grant County airport also provides some services with Great Lakes Airlines. There is also a shuttle service for transportation to Las Cruces and El Paso and a local transportation service to all the surrounding communities.

**Ranger District Office Contact Information:**
Address: 3005 E. Camino del Bosque, Silver City NM 88061
Phone: (575) 388-8201

**Additional Information:** For additional location information visit the following web sites:
- Gila National Forest Website – Silver City RD [www.fs.fed.us/r3/gila](http://www.fs.fed.us/r3/gila)
- Grant County Chamber of Commerce [www.silvercity.org](http://www.silvercity.org)
- Silver City Chamber of Commerce [www.townofsilvercity.org](http://www.townofsilvercity.org)

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**Interested in applying for this job?**

Complete the following form and return it to Jenny Robertson by **May 2, 2016.**

Jenny Robertson, Support Services Specialist
Gila National Forest
Silver City Ranger District
3005 E. Camino del Bosque
Silver City, NM 88061
Email: jkrobertson@fs.fed.us
Phone: 575-388-8414
OUTREACH NOTICE FORM

REPLY DUE BY MAY 2, 2016

Administrative Support Assistant
GS-0303-05

GILA NATIONAL FOREST
SILVER CITY RANGER DISTRICT

NAME: _____________________________________________________________________

E-MAIL ADDRESS: __________________________________________________________

MAILING ADDRESS: ________________________________________________________

__________________________________________________________________________

TELEPHONE NO: ___________________________________________________________

AGENCY EMPLOYED WITH: _________________________________________________

TYPE OF APPOINTMENT: _____PERMANENT _____TEMPORARY _____ OTHER

CURRENT REGION/ FOREST/DISTRICT: __________________________________________

CURRENT SERIES AND GRADE: _______________________________________________

CURRENT POSITION TITLE: ___________________________________________________

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

_____ Person with disabilities  
_____ Veteran's Recruitment Act  
_____ Disabled Veteran's w/30% compensable disability  
_____ Veteran's Employment Opportunities Act of 1998  
_____ Former Peace Corps Volunteer  
_____ Student Career Experience Program  
_____ Other _____________________(Please list)

Thank you for your interest in our vacancy!