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**OUTREACH NOTICE**

**USDA Forest Service**

**El Yunque National Forest**

**GS-0303-6/7 Administrative Support Assistant**

Please respond by October 2, 2015

The USDA Forest Service, El Yunque National Forest will soon be advertising and filling a permanent Administrative Support Assistant position. This position provides administrative support in the areas of budget, procurement, Human Resources, and administrative office functions. The purpose of this notice is to determine if there are interested and qualified individuals.

**Outreach Response**

You may contact Manuel Ortiz, Administration & Property Team Leader (787) 888-5669 or via email at [mortiz@fs.fed.us](mailto:mortiz@fs.fed.us) for more information and to express your interest in this position.

**Parties who are potentially interested in this position are encouraged to fill out the brief form attached below and submit it via email or fax.**

**Location:** This position will be located in Rio Grande, PR.

**Major Duties:**

Directs Office Services

Makes interpretations and decisions in applying laws, regulations, directives, and policies to the solution of a wide variety of administrative problems. Devises methods of solving new or unprecedented situations.

Develops, recommends, and implements administrative policies, plans, and procedures designed for maximum flexibility and effectiveness, and provides overall direction of the application of these guides in meeting constantly changing programs and priorities. Monitors regulatory compliance in areas of responsibility with authority to require correction of practices in conflict with established guidelines.

Organization Liaison for Purchasing/Procurement

Performs specialized duties in support of procurement activities. Handles or resolves a wide variety of procurement related problems and researches and assembles relevant information. Responsible for maintaining and tracking all procurement actions and keeping supervisors informed of all funding issues. Prepares purchase orders and requisitions. Maintains procurement files in accordance with Federal regulations and agency directives. Determines appropriate file classification and cross references, and ensures that temporary project files are complete and accurate. Participates in solving problems involving disposal and retirement of procurement material.

Central Control Point for Office Systems

Within established agency guidelines, acts as a central resource person for implementing and maintaining office control systems, such as those for the location, arrangement, access to, and use of office files, and for maintenance, transfer, and disposition of records.

Devises and implements an automated correspondence status and tracking system which quickly locates and reports the status of any given piece of communication. Periodically reviews the system and makes improvements in areas where changes are needed.

Evaluates and advises on procedures for providing office administrative support. Recommends changes in administrative practices and services as the source of information on administrative procedures. Provides the manager or supervisor with the necessary information needed to make decisions on the administrative aspects of the organization operations and management.

Program Services and Support

Independently completes special research requests. Exchanges and develops information, resolves discrepancies, and makes recommendations about conflicting program-related materials. Collects program information from technical specialists, enters it into a variety of electronic information systems, searches for related information, and retrieves all relevant data. Consolidates the information into presentation format.

Clerical or Administrative Practices and Procedures

Facilitates Agency-wide communication by assuring that staff at all levels are fully informed on internal and Agency-wide procedures. Initiates development of new or revised administrative policies and procedures necessary for efficient administrative functioning of the organization, independently or as a member of a team.

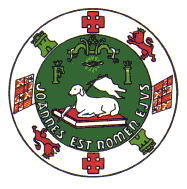
**The Forest:**

[](http://www.iit.edu/~PR/pr.html)El Yunque National Forest, is located 25 miles southeast of the capital (San Juan). It is the only tropical rain forest in the U.S. National Forest System. Originally set aside in 1876 by the Spanish Crown, the Forest represents one of the oldest reserves in the Western Hemisphere. With over 240 species (26 species are found nowhere else) of trees and plants, give reason to the government of Puerto Rico to spend a great deal of money to preserve floral species and animals that are on the verge of extinction.

The Forest contains rare wildlife including the Puerto Rican Parrot, which is one of the ten most endangered species of birds in the world. Its scientific name is Amazona vitatta. Its primary habitat is the upper zones of the Luquillo Mountains. Approximately 50 other bird species are found on the Forest.

El Yunque N.F. is the rainiest of all the National Forests with up to 200 inches per year. More than 100 billion gallons of rainwater fall on the Forest per year. The climate is frost-free and ranges in moisture from semi-desert to rain forest conditions within very short distances. There are strong easterly trade winds and cool weather is normal at the higher elevations. El Yunque is part of the Luquillo range and is divided into four forest types: Tabonuco Forest, Palo Colorado Forest, Palma Sierra Forest, and Cloud Forest. In December, 2005, the President signed into law the Caribbean National Forest Act which designated 10,000 acres of the forest as the El Toro Wilderness Area, the first wilderness area to be designated in a tropical rainforest.

**Puerto Rico:**

For such a small island, Puerto Rico has a lot of history. Epic battles were fought at land and sea between massive armadas in an attempt to steal Puerto Rico from the Spanish. Kings and Queens from all over the world visited the island just to catch a glimpse of its beauty and many explorers voyaged in hopes of bringing knowledge and riches back to their home countries.

Because of its prime location in the world, Puerto Rican culture is the product of a fusion between Taíno indian, African slave, and Spanish colonial influences. Year-round religious-based festivals, deeply rooted in tradition, are a perfect window into Spain's influence on modern day Puerto Rico. The lyrics and the beating of the drums of a salsa, bomba and plena song evoke crystal clear images of the hardships of the African slaves. The liveliness of the spices in modern cuisine is reminiscent of the first meals of the Taínos. These influences are as alive in Puerto Rico today as they were in our beginning, some five centuries ago.

Puerto Rico is a self-governing commonwealth in association with the United States. The chief of state is the President of the United States of America. The head of government is an elected Governor. There are two legislative chambers: the House of Representatives, 51 seats, and the Senate, 27 seats. Puerto Rican institutions control internal affairs unless U.S. law is involved, as in matters of public health and pollution.

This subtropical island has developed into the only Caribbean island where industry and commerce has exceeded primary agricultural production. Economically Puerto Rico has a greater variety of industrial, commercial, and financial service activities and a better-developed transportation network than other Caribbean islands. Statistics show that it has some of the most favorable economic and demographic conditions in Latin America and the Caribbean.

**For additional information, check out the following web sites…….**

**>>** [**http://www.caribbeanbusinesspr.com/about\_puerto\_rico/eng/index.php**](http://www.caribbeanbusinesspr.com/about_puerto_rico/eng/index.php)

**>>** [**http://welcome.topuertorico.org/index.shtml**](http://welcome.topuertorico.org/index.shtml)

**>>** [**http://www.seepuertorico.com/**](http://www.seepuertorico.com/)

**>>** [**http://www.meetpuertorico.com/Index.html**](http://www.meetpuertorico.com/Index.html)

**>>** [**http://www.fs.usda.gov/elyunque**](http://www.fs.usda.gov/elyunque)

**OUTREACH RESPONSE FORM**

**Southern Region, USDA Forest Service**

**El Yunque National Forest**

**GS-303-7 Administrative Support Assistant**

Duty Location: Rio Grande, P.R.

If you are interested in this opportunity, please let us know by returning the reply form before ***October 2, 2015***

Send your notice to:

**Manuel Ortiz**

**Phone: 787-888-5669 Fax: 787-888-5685**

**Email:** [**mortiz@fs.fed.us**](mailto:mortiz@fs.fed.us)

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HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

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**Thank you for your interest in our Vacancy!**