



## OUTREACH NOTICE

**Administrative Support Assistant -- GS-0303-06/07**

**Permanent Full-Time Appointment**

**Flathead National Forest, Spotted Bear Ranger District**

**Hungry Horse, MT**

Reply by: **Friday, September 1, 2023**

### OVERVIEW:

The Spotted Bear Ranger District of the Flathead National Forest is seeking qualified candidates interested in a career as an **Administrative Support Assistant**. This notice serves as an outreach for a permanent full-time appointment with a duty station of Hungry Horse, MT.

**Transfer of Station (TOS) is not available.**

This position is stationed at Hungry Horse Ranger Station in Hungry Horse, Montana, from early November through mid-May. From mid-May through the end of October, the position is located at the Spotted Bear Ranger Station compound (approximately a two-hour drive on gravel roads from Hungry Horse). ***The position requires the employee to be working and living at the remote Spotted Bear Ranger Station compound from mid-May through the end of October.*** The position may have a weekend work schedule, and during the field season a 10-day on / 4-day off schedule may be utilized. Limited housing is provided for the employee while working at Spotted Bear.

The duty station of this position is Hungry Horse, MT, therefore, the employee is in travel status while at Spotted Bear Ranger Station. Daily per diem is available at the field rate (\$38/day) for the time spent at Spotted Bear. Government food may be provided in lieu of per diem, if preferred.

## **MAJOR DUTIES:**

The Administrative Support Assistant provides leadership for the administrative support functions and office management on the district.

This position is responsible for managing and supervising front desk personnel, including 1 permanent seasonal employee (customer service representative) and 1-2 temporary seasonal employees (office automation clerks), and providing up-to-date accurate visitor information.

This position processes a wide variety of requisitions, manages the office supplies and janitorial budget, assists with other budget tracking for the district, reconciles purchases, maintains files in accordance with Federal regulations and agency directives, and performs duties as a Unit Collection Officer.

The position assists with personnel actions, Time & Attendance, and travel reimbursements, processes incoming and outgoing mail, establishes and maintains the unit's files – including accountable property inventories, records, etc. (hard copy and/or electronic format), and uses automated software to produce reports, correspondence, and other written documents in draft form.

The position is responsible for accountable management of quarters collections and records for employees occupying government housing, including duties as a Tenant Manager within the Internet Quarters Management Information System (iQMIS).

The position supports the overall operation of a ranger district, including radio communications, trailhead scheduling, and other district logistics.

## **CONTACT AND OUTREACH RESPONSE:**

If you are interested in this permanent appointment, **please respond to this outreach by **September 1**, by completing the attached outreach response form and sending it along with a resume to Sarah Fossee at [sarah.fossee@usda.gov](mailto:sarah.fossee@usda.gov)**

For additional information or questions please contact:

**Sarah Fossee - Administrative Support Assistant**  
[sarah.fossee@usda.gov](mailto:sarah.fossee@usda.gov)



## ABOUT THE FOREST:

The Flathead includes 2,400,000 acres in the Northern Continental Divide Ecosystem. The spectacular glacial mountains feature majestic peaks, lush forests, snowfields, lakes and alpine. Waters of the Forest flow from numerous mountain streams into the Swan, Stillwater, and 3-forks of the Flathead River downstream into Flathead Lake, largest freshwater lake west of the Great Lakes. World-class wild lands include the Bob Marshall Wilderness Complex, three nationally designated Wild & Scenic Rivers, and the adjacent Glacier National Park. As stewards of portions of both the BMWC and Northern Continental Divide Ecosystem, the Forest has a responsibility to provide educational opportunities to help sustain this incredible landscape for future generations.

Rivers and Lakes – Clear glacially fed streams offer a mix of white-water and quiet water in rocky and forested canyons with outstanding mountain views, providing habitat for native Bull Trout and Westslope Cutthroat Trout. Although road access is nearby, floaters on the river often have a sense of solitude. Crystal clear mountain lakes have scenic backdrops offering solitude and places of social interaction.

The Bob Marshall, Great Bear, and Scapegoat Wilderness areas – are part of BMWC, the largest contiguous Wilderness in the lower 48 and includes wild segments of Wild and Scenic Rivers. This area is habitat for grizzly bear, wolves, mountain goats, Canada lynx, wolverine, and large elk herds. Craggy peaks along the Continental Divide and vastness make this a remote and challenging Wilderness. Turn of the century Forest Service heritage is represented in the Wilderness Historic District.

Quiet Trails – Alpine Lakes nestled in steep, dense forest, with miles of hiking trails.

Backcountry – Less developed trails along North Fork, Swan Front and Hungry Horse Reservoir offer spectacular scenery & views, and a sense of remoteness.

Downhill Skiing – Whitefish Mountain Resort and Blacktail Mountain ski areas are winter wonderlands offering spectacular views of Glacier Park.

Swan Mosaic – Grizzly bear travel corridors link the bear populations in the Mission and Swan Ranges. Scenic vistas of these ranges are seen from the Swan Highway, a major travel corridor between Glacier and Yellowstone National Parks and part of the Northern Continental Divide Scenic Loop.

## ABOUT THE COMMUNITY:

Columbia Falls, Bigfork, Lakeside, Somers, and Whitefish are all communities that are within commuting distance to the duty station in Kalispell.

### EDUCATION

Public Schools: Elementary – 32

High schools - 5

Flathead Valley Community College

Private schools: elementary - 16

Middle Schools – 2

DAY CARE- 9 day care centers



MEDICAL FACILITIES- 2 hospitals and 8 nursing homes, several retirement and assisted living facilities.

CHURCHES- Many churches, both denominational and non-denominational

TRANSPORTATION- 5 Commercial Airlines - (Alaska, Allegiant, American, Delta, and United) provide service to Glacier Park International Airport connecting through hubs in Seattle, Salt Lake City, Minneapolis, Denver and Las Vegas. Direct seasonal flights with the various carriers are also available to Los Angeles, Dallas, Chicago, San Francisco, Oakland, Atlanta, Phoenix, Portland and Chicago. Amtrak (daily service both east/west bound in Whitefish)

HOUSING- Housing prices are considered high in Flathead Valley, similar to Missoula and Bozeman. The April 2022 Zillow Home Value Index lists the median home value in Flathead County as \$698,542.

#### COMMUNITY / AREA AMENITIES

Public Libraries – 6

Bus Services – County-wide

Health Clubs - 8

Live Theater - 2 summer playhouses, 2 year-round live theaters

Movie theaters/complexes - 4

State, County, City Parks, Sports Park - Multiple

Art Galleries – More than you can count

Craft Breweries and Local Distilleries – Even more

Ski Areas (alpine) - 2

Symphonies/Orchestras – 1 each

Museums - 8

Golf Courses - 12

Glacier National Park – the one and only

Flathead Lake (largest freshwater natural lake west of the Great Lakes)

For more information about area amenities please visit [www.kalispellchamber.com](http://www.kalispellchamber.com) or call the Flathead Convention and Visitor Bureau at 1-800-543-3105.

#### **USDA Nondiscrimination Policy, June 2, 2015**

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) ([link sends e-mail](#)).

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Date: \_\_\_\_\_

### FLATHEAD NATIONAL FOREST OUTREACH RESPONSE FORM

**Position Title:** Administrative Support Assistant

**Series/Grade:** GS-0303-06/07

**Location:** Hungry Horse, MT

#### Applicant Information

**Name:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

Current Title, Series, Grade \_\_\_\_\_

Highest Grade Previously Held (if same as current indicate "same") \_\_\_\_\_

Current Organization/Location: \_\_\_\_\_

Current Appointment:  Permanent  Temporary  Term  Not Current Employee

If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:

- Reinstatement
- Disabled Veteran with 30% Compensable Disability
- Veteran's Employment Opportunities Act of 1998
- Other
- Person With Disabilities
- Former Peace Corps Volunteer
- Demonstration Project (external recruitment from the general public)

#### Position Interest

I would like to be considered for this position in the series identified.

- Series currently identified and classified.
- Other appropriate series for which I am qualified: \_\_\_\_\_

I would like to be considered for this position at the grade level identified.

- Target grade level currently identified.
- Other grade level for which I am qualified (below target grade): \_\_\_\_\_

I would like to be considered for this position as:

- Permanent Assignment (lateral/promotion/change to lower grade)
- Detail or Temporary Promotion Opportunity

Applicants May Use This Space to Identify Special Qualifications, Interests, and Needs or Provide Other Information:

Please send this completed form **and a copy of your resume**

to: [sarah.fossee@usda.gov](mailto:sarah.fossee@usda.gov)

by **September 1, 2023**

Thank you for your interest in our vacancy.

