



AMS Specialty Crops Program Detail Opportunity

The Specialty Crops Program (SCP) has a detail opportunity for AMS employees.

The incumbent would support the SCP Office of the Deputy Administrator as the Acting Chief of Staff. This full-time detail opportunity could be extended up to 90 days.

The SCP Office of the Deputy Administrator (ODA) is looking for a team player to:

- Carry out confidential and administrative assignments – on a wide variety of significant, complex, and sensitive problems and matters arising in the day-to-day operations of the ODA – that enables the Deputy Administrator (DA) and Associate Deputy Administrator (ADA) to fulfill their official obligations and responsibilities.
- Coordinate with the DA and ADAs in the preparation of meetings, administrative and programmatic tasks, training and employee engagement initiatives, management, industry relationships, other operational issues.
- Independently prepare and provide communications products, in the form of correspondence, memoranda, briefings, etc., that accurately and timely communicate Division and Agency policy and issues.
- Manage, coordinate, and track workflow and completion of assigned documents, including incoming document requests (correspondence, e-mails, memoranda, etc.) in a timely and effective manner.
- Oversee the SCP FOIA function which includes reviewing, logging, and tracking FOIA requests and forwarding on to the appropriate Division.
- Support the Fruit and Vegetable Industry Advisory Committee (FVIAC).

SCP Mission: SCP helps buyers and sellers of all sizes in the U.S. produce industry to market their perishable products in the most efficient manner by offering grading, market information, promotion, and related services to industry customers.

Who May Apply: Current Agricultural Marketing Service (AMS) employees serving in a current position at the GS-13 level and above.

Detail Period: February 12, 2024 to April 5, 2024 (*Negotiable start and end*)

Documentation Requirements:

1. State of Interest
2. Resume
3. Completed Supervisor Approval Form

Application Deadline: If you are interested in applying for this opportunity, please obtain your supervisor's approval and e-mail your state of interest, resume, and the completed supervisor approval form to Christopher Purdy (christopher.purdy@usda.gov) by 5pm on February 2, 2024.