



U.S. Department of the Interior
Bureau of Land Management

Join the Bureau of Land Management

Alaska State Office

Are you ready to make a difference?

The Bureau of Land Management is seeking a skilled, motivated Administrative Support Assistant(s) to join our team. This is a dynamic role that supports a variety of programs and operations, requiring independent judgment, specialized training, and comprehensive knowledge of administrative processes.

Key Responsibilities

- **Budget & Finance:**
Develop, track, & manage office budgets. Analyze financial data, monitor expenditures, & recommend adjustments. Serve as the primary contact for budget information & ensure compliance with policies.
- **Human Resources:**
Assist with personnel actions, recruitment, benefits, & pay issues. Maintain HR files & provide technical assistance on policy & regulatory matters.
- **Natural Resources & Facilities:**
Support resource programs (e.g., grazing, environmental planning, recreation). Assist with facility operations, maintenance contracts. Purchase supplies & equipment, reconcile charge card statements, & manage property records.
- **Records & Correspondence:**
Maintain central filing systems, prepare/distribute correspondence, & assist with records reviews & inventories.
- **Public Contact:**
Provide information to the public, staff front desks, & respond to inquiries via phone, email, or in person.

What We're Looking For

- Experience with automated systems (Financial, HR, Property, Travel, Payroll)
- Strong communication & organizational skills
- Ability to work independently & resolve issues
- Commitment to supporting the BLM mission

Why Join Us?

- Make a meaningful impact on public land management
- Work in a collaborative, supportive environment
- Opportunities for professional growth & development
- Competitive federal benefits

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