



United States Department of the Interior
NATIONAL PARK SERVICE
Gates of the Arctic National Park/Preserve
4175 Geist Road
Fairbanks, AK 99709

JOB POSTING

ANNOUNCEMENT NO: YUGA-13-0005

ISSUING DATE: 02/22/2013

CLOSING DATE: 03/01/2013

Job Available through the Alaska Local Hire Program, Public Law 96-487

Experience your America and perform fulfilling work by joining the **National Park Service**. Become a part of our mission to unite our past, our cultures and our special places, to establish important connections to the present and build a rich and lasting legacy for future generations.

Gates of the Arctic National Park and Preserve is accepting applications for one **term, part-time (32 hours per week) or full-time, subject-to-furlough position beginning April 2013**. Position will last one year and may be extended up to four years depending on funding. May involve working on weekends, holidays, or before or after “normal” working hours. Assistance for this announcement is available at Park Headquarters, 4175 Geist Rd., Fairbanks, AK 99709, (907) 457-5752, or at the Bettles Field Office, (907) 692-5494.

POSITION TITLE, SERIES, & GRADE

Park Ranger (Interpretation)

GS-0025-07, \$20.30 per hour

DUTY LOCATION

Gates of the Arctic NP&P

Bettles, AK

Benefits: Paid holidays and sick leave (dependent upon work schedule). If employment lasts at least 90 days, employee will receive annual leave for the entire time worked. Annual leave may not be used until the 90-day requirement has been met. Government housing is available.

WHO CAN APPLY: In order to be eligible for consideration for appointment under the terms of this announcement, applicants must be U.S. citizens who, by reason of having either lived or worked within the legal boundaries of the Gates of the Arctic National Park and Preserve and who have acquired special knowledge or expertise regarding the natural or cultural resources of the park. Short term residency or seasonal employment will not be considered sufficient time for the applicant to have acquired the special knowledge or expertise concerning the natural or cultural resources. Applicants must have lived or worked in or near the area long enough to encounter and become familiar with the full range of typical conditions that affect the work to be accomplished.

BRIEF STATEMENT OF DUTIES: The employee will be responsible for the following:

- Staffs the Bettles Ranger Station. Greets visitors, provides information and trip planning assistance, and answers the phone. Performs opening and closing functions.
- Provides backcountry orientations and formal and informal interpretive programs.
- Sells Alaska Geographic materials.
- Writes and designs site specific interpretive bulletins and other interpretive materials using Adobe InDesign and Photoshop. Assists with design of computer generated media.
- Conducts education programs and community events in Bettles and other resident zone communities.

- Maintains and develops web pages for the park website.
- Works on other projects as needed.

WORKING CONDITIONS: The work involves extensive periods of standing and walking, in some cases over rough surfaces or inclines, carrying backpacks, tools, rescue equipment, etc.

QUALIFICATION REQUIREMENTS: To receive full credit for qualifications for the following questions, you must show detailed evidence of work experience, or the job training, and education. Experience must include clear, concise examples which show your level of accomplishment and degree of responsibility. Failure to respond to the questions may have a negative effect on your eligibility. Any eligible person who has the following knowledge, skills and ability may apply.

KNOWLEDGE, SKILLS, AND ABILITIES: The responses to the following Knowledge, Skills and Abilities (KSAs) will help us evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. Provide detailed information about your experience for each of the KSAs below. Describe experience (paid or unpaid), education, training, awards, and self development that show your level of experience related to each KSA.

Use a separate sheet of paper with corresponding number for your responses.

1. Skill in daily operation of a visitor center/information desk, sales outlet, bookstore, or similar facility to include providing frontline information and support services.
2. Ability to develop interpretive programs and present informational talks and interpretive programs to various audiences to inform or educate.
3. Skill in using Adobe InDesign to develop fliers, brochures, etc.
4. Knowledge of how to update and develop new webpages.

CONDITIONS OF EMPLOYMENT: Applicants must meet all of the following employment requirements if offered the position. Failure to meet these requirements may result in a withdrawal of a job offer and or termination from your position.

- All new employees will be required to pass a background investigation prior to employment.
- Federal employees are required by PL104-134 to have Federal payments made by Direct Deposit, also known as electronic fund transfer, for their Federal salary checks. Waivers from this requirement are extremely rare.
- This position requires wearing the National Park Service uniform and will be required. All employees are required to wear the uniform in accordance with guidelines, maintain personal appearance standards, and ensure proper conduct while in uniform. A uniform allowance is provided.
- Tour of duty may involve weekend and holiday work and performance of duties before or after “normal” working hours.
- Must be able to perform the physical requirements of the position.
- Must be a US citizen.
- If you are selected for Federal employment, you will be required to fill out a Declaration for Federal Employment, OF-306, prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to submit fingerprints. Failing to answer all questions truthfully and completely or providing false statements on your application may be grounds for not hiring you, or for firing you after you begin work.

- To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

VETERAN'S PREFERENCE: All applicants claiming Veterans Preference MUST submit a copy of their DD-214, Military Discharge. In addition, those claiming a 10-point veterans preference MUST submit a copy of an SF-15, Claim for 10 Points Veterans Preference and the required documentation listed on Page 2 of the SF-15 for the applicable condition such as a copy of the Veterans Administration disability certification. The SF-15 may be obtained through the Internet at www.opm.gov/forms. To obtain further information about veteran's preference, refer to www.opm.gov/StaffingPortal/vetguide.asp. You will not receive veterans preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Incomplete applications may result in non-referral of your application. Applications delivered in person must be received in this office by 4:30pm (Alaska Time) on the closing date of the announcement. Applications mailed in postage-paid government envelopes or through the internal government mail system will not be considered. All applications must include a resume and OF 306 forms. Mail or deliver the following required documents to **Gates of the Arctic National Park and Preserve, 4175 Geist Rd, Fairbanks, AK, 99709** (please note, the above address is different from the duty station).

BE SURE YOUR APPLICATION INCLUDES: YOUR RESUME AND DD-214 IF CLAIMING VETERANSPREFERENCE. DI-1935 (OPTIONAL)

Required Documents:

- Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010); work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
- Written responses to the Knowledge, Skills and Abilities (KSA's).
- Completed Eligibility Questionnaire (attached to the announcement or can be obtained from the park office)
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

Assistance and forms may be obtained from the park office at the address above or by calling (907) 455-0603.

All applications must meet qualification requirements by the closing date of the announcement in order to be considered. It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants WILL NOT be solicited for further data if that provided is found to be inadequate or incomplete.

Electronic or faxed forms will not be accepted. Applications mailed in postage-paid government envelopes or through the internal government mail system will be rejected and returned without further action.

Your application materials will not be returned. **DO NOT** submit original documents that you may need in the future or extra materials such as letters of recommendation, photographs, or award certificates.

If you make a false statement in any part of your application, you may not be hired. If you have begun work, you may be fired or subject to some other form of disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will not be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity: Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
PARK RANGER (I) GS-0025-07
YUGA 13-0005

Applicant Name: _____

This eligibility questionnaire **must** be submitted with your application package. Please answer the following questions.

LOCAL KNOWLEDGE AND EXPERIENCE

1. How long have you lived or worked in the vicinity of the legal boundaries of the Gates of the Arctic National Park and Preserve?
 - a. Less than one (1) year
 - b. More than (1) year
 - c. I have not lived or worked in the vicinity
2. List your physical address(es) while living in the vicinity of the legal boundaries of the Gates of the Arctic and approximately when you lived there (month & year, for example Oct 2001 to September 2005) :

3. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other geographic information.
 - c. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - d. Other unique information not listed above that show familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

- e. I do not have knowledge or experience as listed above.
4. How did you obtain your knowledge of the unique practices of the Gates of the Arctic (circle all that apply)?
 - a. Personal knowledge such as: tourist activities, fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held (position must be cited in your resume)
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
 - e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant signature

Date

GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER YUGA 13-0005		TODAY'S DATE: (MM/DD/YY)	
POSITION TITLE: Park Ranger		SERIES/GRADE: GS-0025-07	
1. NAME: (Last, First, MI)		2. Last 4 digits of SOCIAL SECURITY #:	3. YEAR OF BIRTH
4. How did you learn about the position or exam you are applying for? Please circle your choice(s).			
01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office		09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify) _____	
5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.			
A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin		6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____	
8. Do you have any disabilities? Yes_No			
PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. PURPOSE AND ROUTINE USES: The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. EFFECT OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information. INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b): Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.			

FOR BUREAU USE ONLY

Date Received: _____ PATCO Code: _____ Bureau Code: _____