United States Department of the Interior

NATIONAL PARK SERVICE
Glacier Bay National Park and Preserve
P.O. Box 140
Gustavus, Alaska 99826-0140
Tel: 907-697-2230

RECRUITMENT BULLETIN: GLBA-14-005
ISSUE DATE: January 16, 2014
CLOSING DATE: January 30, 2014

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM PUBLIC LAW 96-487

Glacier Bay National Park and Preserve is accepting applications for **part-time** temporary work. More than one position may be filled from this bulletin.

POSITION
Park Ranger (Interpretation), GS-0025-07 (part-time)
$20.50 per hour plus 7.18% COLA

DUTY LOCATION
Gustavus, AK
Bartlett Cove

BENEFITS: Paid holidays, annual and sick leave.

APPOINTMENT INFORMATION: Part-time, temporary, approximately mid-April through mid-September. Hours will be at least 20 hours per week. The appointment may be extended for an additional period (not to exceed 1040 hours total employment). May involve weekend work or performance of duties before or after "normal" working hours. Government housing is not available. A driver's license is required.

DUTIES: Park ranger interpreters connect people to parks. They play a key role in ensuring that visitors have meaningful, satisfying, and educational experiences. Park ranger interpreters are specially trained to engage the public so that each park visitor will have opportunities to connect with the meanings and values found in the places and stories of that park. By providing the opportunity for visitors to care about the places they visit, they promote stewardship for our national parks.

From mid-April through mid-September provide front-line interpretation and visitor services. Research, prepare and present a variety of original interpretive programs, including digital illustrated programs, guided walks, public address commentaries, talks, off-vessel activities, and children's programs. Work is performed aboard a variety of ocean-going vessels, working both independently and as part of a NPS interpretive team. Assignments include staffing a high profile and sometimes stressful, multi-tasked information desk on board cruise ships and tour vessels, as well as staff on-site visitor center. Handle visitor information requests, sell publications and educational materials, and complete assigned projects.

TAKE PRIDE® IN AMERICA

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work involves extensive periods (up to 15 hours) of standing and walking on ships, sometimes including steep stairways and narrow companionways. The majority of duties occur outdoors and on vessels (cruise ships and tour boats) with variable shifts ranging from 10 to 15 hours. Will be leading off-trail hikes wearing a daypack and must safely negotiate rocky shorelines and potentially slippery intertidal zones, rough surfaces and inclines. Moderate lifting is required, and most duties require wearing a daypack of supplies and interpretive materials. The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, e.g., low temperatures, confined spaces or adverse weather conditions (frequent drizzle and wet, windy conditions).

Must be physically and mentally able to safely climb rope ladders fifteen feet in height during transfer from one vessel to another while both boats are in motion in exposed waters. Every employee must pass a practical simulated ladder transfer before approved for duty.

Uniform required, with strict adherence to NPS uniform guidelines and appearance standards.

WHO MAY APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Glacier Bay National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources. The areas considered to be "near" Glacier Bay National Park and Preserve include Gustavus, Hoonah, Elfin Cove, Pelican, Excursion Inlet, Haines, Skagway, Juneau-Douglas-Auke Bay, Yakutat, and Dry Bay.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES:
The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). 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 numbers for answers

1. Ability to research, develop and present interpretive talks and programs for diverse audiences. (Describe your experience in presenting illustrated programs, conducted activities, tour commentaries, talks, children's programs, and interpretive presentations. Please include topics, audience sizes and venues).

2. Ability to operate a visitor center and provide visitor support services. (Describe your experience providing informal interpretive services, for example, while staffing an information desk, while roving, answering questions and contacting visitors on and off-site.).

3. Ability to communicate effectively orally. (Describe your experience in effective oral communication in a variety of situations. For example, public speaking ability, communication with peers, coworkers, supervisors and the public.).

4. Ability to communicate effectively in writing. (Describe your experience in effective written communication. For example: reports, memos, articles, outlines, correspondence and responding to information requests.).

5. Ability to train, influence and motivate coworkers and volunteers. (Describe your teamwork skills that demonstrate positive working relationships with coworkers, supervisors and the general public.).

6. Ability to effectively use business oriented computer software and automation. (Describe your ability to use common office software, ie desktop publishing, photo editing, powerpoint, MS Word and Publisher, etc.).

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- **Wearing of the NPS uniform is required.**
- Driver's license is required.
- If you are selected for Federal employment you will be required at that time to submit a completed OF-306 (Declaration for Federal Employment), to determine your suitability for Federal employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.

VETERAN'S PREFERENCE (for qualifying veterans): To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active duty if separation was prior to July 1, 1979. If claiming 10-point veteran's preference, you must also provide a completed SF15 (www.opm.gov/forms) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive veteran's preference if you do not provide this documentation.

If you do not know whether you have preference, this link can assist you. (www.dol.gov/elaws/vets/vetpref/mservice.htm)

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! **Incomplete applications may result in non-referral of your application.** Assistance and forms may be obtained from the park office at the address above or by calling 907-697-2230. **The SF-15 may be obtained through the Internet at** www.opm.gov/forms.

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Glacier Bay National Park and Preserve, One Park Road, Box 140, Gustavus, Alaska 99826:

- Resume that provides detailed information about your work experience, including current phone numbers for supervisors and references. 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. If work experience was with the federal government, include the job title, series, and grade of the position.
- Answers to the KSAs listed above
- 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.

It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other 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 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.

Knowledge, Skills and Abilities (KSAs) (required information)

Applicant Name_____ **GLBA-14-005**

The answers to the following questions will help us to evaluate your qualifications to perform the duties of the job for which the Park is recruiting. You must provide a narrative statement for each element of knowledge, skills and abilities (KSAs). Describe experience (paid or unpaid), education, training, awards and self-development as related to the KSAs. Your work experience or background will show the level of knowledge, skill, and ability you have. Fully describe your qualifications and give examples in each of the following KSAs. If you have previous government experience, please list the job title, series, and grade; and the dates you were employed. *Use additional sheets of paper if additional space is needed for your answers, but no more than one page per KSA. Please include your name on each sheet of paper.* ***The information provided in your KSAs must be supported by employment/experience shown on your resume.***

KSA-1. Ability to research, develop and present interpretive talks and programs for diverse audiences. (Describe your experience in presenting illustrated programs, conducted activities, tour commentaries, talks, children's programs, and interpretive presentations. Please include topics, audience sizes and venues).

KSA-2. Ability to operate a visitor center and provide visitor support services. (Describe your experience providing informal interpretive services, for example, while staffing an information desk, while roving, answering questions and contacting visitors on and off-site.).

Knowledge, Skills and Abilities (KSAs) (required information) (continued)

Applicant Name_____ **GLBA-14-005**

KSA-3. Ability to communicate effectively orally. (Describe your experience in effective oral communication in a variety of situations. For example, public speaking ability, communication with peers, coworkers, supervisors and the public.).

KSA-4. Ability to communicate effectively in writing. (Describe your experience in effective written communication. For example: reports, memos, articles, outlines, correspondence and responding to information requests)

KSA-5. Ability to train, influence and motivate coworkers and volunteers. (Describe your teamwork skills that demonstrate positive working relationships with coworkers, supervisors and the general public.)

KSA-6. Ability to effectively use business oriented computer software and automation. (Describe your ability to use common office software, ie desktop publishing, photo editing, powerpoint, MS Word and Publisher, etc.)

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Park Ranger (Interpretation), GS-0025-07 (part time)
GLBA-14-005

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following: .

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Glacier Bay National Park and Preserve? (circle one)
   a. Less than 12 months
   b. 12 months or more
   c. I have not lived or worked in or near the park

2. What time of year have you lived or worked in or near Glacier Bay National Park and Preserve? (circle all that apply)
   a. during all or part of December through February
   b. during all or part of March through May
   c. during all or part of June through August
   d. during all or part of September through November
   e. I live (or have lived) in or near the park on a year around basis.

3. List your physical address(es) while living in the vicinity of Glacier Bay National Park and Preserve, and approximately when you lived there (month & year, for example Oct 2001 to September 2005)

_____

_____

_____

4. 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
   c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
   d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
   e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
   f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):
   _____
   g. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of the Glacier Bay National Park and Preserve area (circle all that apply)?
   a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
   b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
   c. Official training: high school class, college course
   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. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

_____

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 GLBA-14-005	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE: Park Ranger (Interpretation)	SERIES/GRADE: GS-0025-07
1.NAME: (Last, First, MI)	

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 hat 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.