United States Department of the Interior

NATIONAL PARK SERVICE
Glacier Bay National Park/Preserve
P.O. Box 140
One Park Road
Gustavus, AK 99826

RECRUITMENT BULLETIN: **GLBA-13-010**
ISSUE DATE: **May 2, 2013**
CLOSING DATE: **May 15, 2013**

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. One position may be filled from this bulletin.

POSITION
Library Technician, GS-1411-07
$20.30 per hour plus 7.18% COLA

DUTY LOCATION
Gustavus, AK
Bartlett Cove

BENEFITS: Paid holidays, annual and sick leave.

APPOINTMENT INFORMATION: Part-time, temporary (not to exceed 1040 hours total employment). Hours will be at least 24 hours per week. Government housing is not available. Must be at least 18 years of age. A driver's license is recommended.

DUTIES: The librarian technician will be responsible for the cataloging of new library materials into the present Dewey system including creating the proper library card(s) and spine labels and shelving of new books. Responsible for checking books in/out and re-shelving them. Requires knowledge of library cataloging methods. Performs routine library maintenance tasks, including "reading the shelves," and inventory and maintenance functions. Assesses park literature using predetermined criteria to determine whether an item should be accessioned into the library. Responds to park staff requests for information using the library resources, interlibrary loan, and online databases and searches. Takes charge of a project that involves separating the park-specific journal articles and reports from the Dewey system and re-cataloging them into an electronic database and re-filing them into the park reprint file or into the park museum collection as appropriate. Heavy items (e.g. boxes up to 50 pounds) must be lifted or moved on a routine basis, and higher shelves will often times need to be accessed by use of a stepladder.

WHO MAY APPLY: U.S. citizens who, by reason of having either lived or worked in or near Glacier Bay National Park and Preserve, 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. 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 attached separate sheet of paper with corresponding numbers for answers

KSA 1. Knowledge of library cataloging systems and procedures including Library of Congress and Dewey Decimal, and file classification systems emphasizing record management and retrieval strategies. Describe your training and/or experience working in a library setting.

KSA 2. Ability to sort, classify, organize, and catalog library and file materials (in the Dewey Decimal and Library of Congress systems) including books, technical papers, paper documents, notes, and other materials. Describe your experience performing original and "copy" cataloging using the Dewey Decimal classification (DDC) or other recognized library system.

KSA 3. Ability to independently organize materials based upon knowledge of natural and cultural resources, scientific investigations, and management history of public lands. Describe how you acquired or have used this knowledge and ability.

KSA 4. Ability to effectively use computer software packages, such as MSOffice (or similar word processing and database applications), and library database applications, such as OCLC or Voyager. Describe the systems you've used.

KSA 5. Ability to establish and maintain effective working relations with a wide variety of park and regional staff, other library professionals, and the general public. Describe and give examples of effective interactions you've had with the public, and other internal and external partners.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- **Wearing of the NPS uniform 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**.**
- Driver's license is recommended.

VETERAN'S PREFERENCE: All applicants claiming Veterans Preference MUST submit a copy of their DD-214, Military Discharge (member number 4). In addition, those claiming 10-point veterans preference MUST submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. 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.** 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-13-010**

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. Knowledge of library cataloging systems and procedures including Library of Congress and Dewey Decimal, and file classification systems emphasizing record management and retrieval strategies. Describe your training and/or experience working in a library setting.

KSA-2. Ability to sort, classify, organize, and catalog library and file materials (in the Dewey Decimal and Library of Congress systems) including books, technical papers, paper documents, notes, and other materials. Describe your experience performing original and "copy" cataloging using the Dewey Decimal classification (DDC) or other recognized library system.

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

Applicant Name_____ **GLBA-13-010**

KSA-3. Ability to independently organize materials based upon knowledge of natural and cultural resources, scientific investigations, and management history of public lands. Describe how you acquired or have used this knowledge and ability.

KSA-4. Ability to effectively use computer software packages, such as MSOffice (or similar word processing and database applications), and library database applications, such as OCLC or Voyager. Describe the systems you've used.

KSA-5. Ability to establish and maintain effective working relations with a wide variety of park and regional staff, other library professionals, and the general public. Describe and give examples of effective interactions you've had with the public, and other internal and external partners.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Library Technician, GS-1411-07
GLBA-13-010

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 Glacier Bay 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 Glacier Bay National Park and Preserve, 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. 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.
   g. I do not have knowledge or experience as listed above.

   Describe your knowledge here (use additional paper if needed):

   _____

   _____

   _____

   _____

4. How did you obtain your knowledge of the unique practices of the public lands for Glacier Bay National Park and Preserve (circle all that apply)?
   a. Personal knowledge such as: 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 **GLBA-13-010**	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE: Library Technician	SERIES/GRADE: GS-1411-07
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.