



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park/Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-14-09**

ISSUE DATE: **February 19, 2014**

CLOSING DATE: **February 28, 2014**

JOB POSTING-
AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM

POSITION

Park Guide, GS-0090-04/05

\$15.86 (GS-04) or \$17.74 (GS-05) per hour

DUTY LOCATION

King Salmon, AK

APPOINTMENT INFORMATION: This is a temporary, full-time park guide position (May 1-September 30, 2014), not to exceed 1039 hours of employment per year. The duty station is in King Salmon, Alaska. More than one position may be filled from this announcement.

BENEFITS: Paid holidays, leave (for appointments that last more than 90 days), possible re-hire in future summers.

DUTIES: Staffs the interagency King Salmon Visitor Center throughout the summer season, a time of high visitation. King Salmon serves as the gateway for bear viewing, sportfishing, and backcountry trips into Katmai National Park and Preserve. Incumbent handles questions about the cultural and natural history of park resources; prepares and presents interpretive talks to groups of people; provides trip planning assistance; operates the cash register for the natural history association; and provides other visitor services as needed.

Incumbent will work weekends and holidays.

For further information about the duties, contact Jay Sammer at 907-246-2131.

WHO CAN APPLY: Any U.S. citizen who, by reason of having either lived or worked in or near Katmai National Park & Preserve, has acquired special knowledge or expertise regarding the natural or cultural resources of the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least a year. 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 impact on the resources.

Resident zone communities in or near Katmai National Park and Preserve are as follows:

The Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

QUALIFICATION REQUIREMENTS: You must have experience that demonstrates your ability to present information to groups, or develop and or revise technical, historical, or scientific information for oral presentation to groups. Qualifications will be determined by evaluating experience as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below, so it is important for you to describe relevant experience. All qualification requirements must be met by the closing date of this job posting.

Education can be substituted for experience as follows:

GS-04: Two full years of college coursework (60 semester hours or 90 quarter hours), or an equivalent combination of education and experience

GS-05: Four years of college coursework leading to a bachelors degree, or an equivalent combination of education and experience

To be credited, the education must have been obtained in a U.S. accredited college, or, if obtained outside the U.S., evaluated and accredited by an accrediting institution recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>

Credit will be given for all appropriate qualifying experience. You will not be contacted for further information to determine whether you meet the qualification requirements; therefore it is critical for your resume to clearly indicate the nature of the duties and responsibilities for each position, starting and ending dates of employment (month/year), and the number of hours worked per week.

CONDITIONS OF EMPLOYMENT:

- Must wear the National Park Service uniform and comply with National Park Service uniform standards.
- May be assigned to work nights, early mornings, rotating shifts, holidays, and weekends.
- Overtime is required.
- All federal employees are required to have federal payments (salary) made by direct deposit.
- Males born after 12-31-1959 must be registered or exempt from Selective Service (visit www.sss.gov)
- If you are selected for Federal employment, you will be required to fill out a Declaration of Federal Employment, OF-306, prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. 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. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, section 1001).
- Favorable background investigation. Results of the investigation must be adjudicated **prior** to employment.

HOW YOU WILL BE EVALUATED:

Your resume and supporting documentation such as transcripts and the assessment questionnaire (attached to this announcement or a copy can be obtained from the National Park Service office) will be reviewed to determine whether you meet the basic qualification requirements. The assessment questionnaire is designed to measure your ability in the following competencies needed to successfully perform the job:

- Ability to communicate orally to diverse groups and in a variety of settings
- Ability to communicate effectively and provide excellent customer services
- Skill in daily operation of a visitor center/information desk, sales outlet, bookstore, or similar facility to include providing frontline information and support services
- Ability to deliver historical information through prescribed talks/demonstrations and provide guide services to

OTHER INFORMATION:

Housing – Government housing may be available for rent.

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 907-246-3305. 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 hand deliver the following required forms to Park Headquarters, Katmai National Park/Preserve, P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Include the dates worked (for example, June 1, 2009 through August 15, 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment (see resume tips attached to this announcement).
- Completed Local Hire Applicant Eligibility Questionnaire *
- Knowledge Assessment Questionnaire *
- Transcripts or a detailed list of courses (title, course number, credit hours, grade), *if qualifying based on education*
- 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. A member 4 copy is preferred; if not available, DD-214 must show dates served and the nature of discharge.
- 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.*

* Attached to this announcement, or can be obtained from the park office.

It is the applicant's responsibility to provide documentation/proof of 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.

OTHER:

Veteran's Preference: All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". 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 veteran's preference if you do not provide this documentation.

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.

QUESTIONNAIRE
ALASKA LOCAL HIRE APPLICANT ELIGIBILITY
Park Guide, GS-0090-04/05
KATM 14-09

Instructions: This eligibility questionnaire must be submitted with your application package or you will not be considered. Please answer the following questions.

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?
 - 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 Katmai National Park and Preserve? (check 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 Katmai 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 Katmai National Park and Preserve (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

KNOWLEDGE ASSESSMENT QUESTIONNAIRE
Park Guide, GS-0090-04/05
KATM 14-09

INSTRUCTIONS: For the following questions please use the following A through E scale to indicate the skill level that you possess for each task listed. The questions were developed based on the knowledge, skills, abilities, and competencies needed to perform the work of this position. *Tip!* Be sure to describe your experience that supports your answers to the questions below, in your resume or application materials.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

SCALE:

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing this task, but I have not yet performed it on the job.

C- I have performed this task on the job, with close supervision from supervisor or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without supervision from senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

KSA: Ability to communicate orally to diverse groups and in a variety of settings.

1. Present informational talks, guided tours, and demonstrations, following a prescribed outline, to various audiences to inform or educate.

A B C D E

2. Respond verbally to customers' inquiries for information, direction, and/or guidance.

A B C D E

3. Initiate verbal communication with customers in a variety of settings to inform, educate, and/or guide.

A B C D E

KSA: Ability to communicate effectively and provide excellent customer service (Interpersonal skills).

4. Provide direction, information, and orientation about services or activities of interest to the public.

A B C D E

5. Serve as a front-line representative of the organization to greet customers and answer questions.

A B C D E

6. Educate customers regarding rules, regulations, and safety concerns to gain compliance.

A B C D E

7. Direct customers with problems, questions, or complaints to the appropriate person.

A B C D E

KSA: Skill in daily operation of a busy visitor center/information desk, sales store, or similar facility to include providing frontline information and support services.

8. Perform opening and closing procedures for an information center or place of business according to established procedures.

A B C D E

9. Collect cash and other payments in a sales operation.

A B C D E

10. Operate standard office equipment other than computers (such as telephone, fax, photocopier, calculator) to accomplish work.

A B C D E

11. Operate cash register or credit card machines to accomplish work in business operations.

A B C D E

12. Ensure supplies, materials, and other support items are available for business operations.

A B C D E

KSA: Ability to deliver historical information through prescribed talks/demonstrations and provide guide services to various audiences.

13. Assist in making interpretive products (such as preparing labels or signs) for natural, historical, or cultural programs, publications, or exhibits.

A B C D E

14. Utilize interpretive techniques (such as metaphors, storytelling, analogies) suggested by others to facilitate intellectual and/or emotional connections between audiences' interests and their surroundings.

A B C D E

16. Conduct limited research for educational purposes and to verify obscure facts and answer inquiries.

A B C D E

Applicant Background Survey

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 Qualifiappropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER KATM-14-09	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE Park Guide	SERIES/GRADE GS-0090-04/05
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 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.	

TIPS ON APPLYING

**Here's what your resume or application must contain
(In addition to specific information requested in the job vacancy announcement)**

Job Information

- Announcement number, and job title and grade(s) of the job you are applying for.

Personal Information

- Full Name, mailing address (with zip code) and day and evening phone numbers
- Social Security Number
- Country of Citizenship
- Veterans' preference
- Reinstatement eligibility
- Highest Federal civilian grade held

Education

- High School
 - Name, city, and State (zip code if known)
 - Date of diploma or GED
- Colleges or universities
 - Name, city and State (zip code if known)
 - Majors
 - Type and year of any degrees received

(If no degree, show total credits earned and indicate whether semester or quarter hours)

Work Experience

- Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)
 - Job title (include series and grade if federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor.

Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Other:

Be sure to follow the "how-to-apply" instructions closely, and include all of the required documents in your application package.