



United States Department of the Interior
NATIONAL PARK SERVICE

Kenai Fjords National Park
P.O. Box 1727
411 Washington Street
Seward, AK 99664

RECRUITMENT BULLETIN: **KEFJ-15-001**
ISSUE DATE: **November 24, 2014**
CLOSING DATE: **December 12, 2014**

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

Kenai Fjords National Park is accepting applications for full-time temporary work. More than one position may be filled from this bulletin.

POSITION

Park Guide, GS-0090-03

\$13.18 per hour plus 7.18% COLA

DUTY LOCATION

Seward, AK

BENEFITS: Paid holidays, annual and sick leave.

APPOINTMENT INFORMATION: Full-time, temporary. Positions dates will be approximately late-May to early-September. Appointments may be terminated at any time based on program needs and can be extended (up to 1039 hours) if workload and funding allow. May involve weekend work or performance of duties before or after "normal" working hours. Occasional overtime may be required. Government housing may be available. Must be at least 16 years of age.

DUTIES: This position is located in Kenai Fjords National Park. Incumbent serves as a Park Guide for Kenai Fjords National Park at the Information Center and the Exit Glacier Nature Center located in Seward, AK. Provides local residents and visitors with centralized information about Kenai Fjords National Park and other public lands, resources and recreational opportunities on the Kenai Peninsula and throughout Alaska. Primary duties of this position are to provide orientation, information and interpretation services to visitors and assist with cooperating association sales and services.

ELIGIBILITY TO APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Kenai Fjords National Park, 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.

Areas considered "near" Kenai Fjords National park are the communities of Seward and Moose Pass extending north to Milepost 45 of the Seward Highway, as well as to the tribal villages with documented ties. These tribal villages include the Native Village of Nanwalek and the Native Village of Port Graham on the south western tip of the Kenai Peninsula as well as Seldovia Village Tribe.

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

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Wearing of the NPS uniform is required.
- Applicant must be 16 years of age.
- Applicant must be a US Citizen

OTHER INFORMATION:

- Employees are expected to be able to work in close proximity and get along with people of diverse backgrounds and ideas.
- Work is often performed outdoors and often under adverse weather conditions.
- Work requires frequent bending, stooping, walking, standing, climbing, and working in cramped positions.
- Positions may require repeatedly lifting, pushing, pulling, and/or carrying heavy loads. May require hikes up to 8 miles a day over rough, uneven terrain.

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](http://www.dol.gov/elaws/vets/vetpref/mservice.htm) can assist you. (www.dol.gov/elaws/vets/vetpref/mservice.htm)

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! If your application package is incomplete, you may not be considered for this position.

Your application package 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, Kenai Fjords National Park, PO Box 1727, Seward, Alaska 99664; 411 Washington Street. Assistance and forms may be obtained from the park office or by calling 907-422-0511.

A complete application package must include:

1. 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.
2. Completed KSA questionnaire.
3. Completed Local Hire Eligibility Questionnaire *
4. Veterans Preference documents, if claiming Veterans Preference (see above for documents).
5. *Optional:* 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.

If your application package is incomplete or illegible, you will not be considered for this position.

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 application packages, 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.

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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.

Be sure to describe your experience that supports your answers to the questions below, in your resume or application materials. It is important that your application package submitted, including a resume, clearly shows how you possess the experience and skill levels you claim in this questionnaire. Each of your responses must be clearly supported by your education, training and/or specific work experience you describe in your application packet submitted for this position (resume, transcripts, list and description of training completed and/or other items you submit). If not, your score will be lowered or you will be found not qualified. The information you provide will be verified. 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.

For the questions below, please circle the letter (A, B, C, D, or E) to indicate the skill level that you possess for each task listed. The questions were developed based on the KSAs and competencies needed to perform the work of this position. Skill levels are defined as:

- A – I have not had education, training, or experience in 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.

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

ABILITY TO COMMUNICATE EFFECTIVELY AND PROVIDE EXCELLENT CUSTOMER SERVICE (INTERPERSONAL SKILLS)

- 3. Provide direction, information, and orientation about services or activities of interest to the public. A B C D E
- 4. Serve as a front-line representative of an organization to greet customers and answer questions. A B C D E
- 5. Direct customers with problems, questions, or complaints to the appropriate person. A B C D E
- 6. Educate customers regarding rules, regulations, and safety concerns to gain compliance. A B C D E

SKILL IN DAILY OPERATION OF A BUSY VISITOR CENTER/INFORMATION DESK, SALES STORE, OR SIMILAR FACILITY TO INCLUDE PROVIDING FRONTLINE INFORMATION AND SUPPORT SERVICES

- 7. Collect cash or other payments in high volume sales operation (such as a busy entrance station, sales outlet, or visitor contact station). A B C D E
- 8. Operate standard office equipment other than computers (such as telephone, fax, photocopier, calculator) to accomplish work. A B C D E
- 9. Operate cash register or credit card machines to accomplish work in business operations. A B C D E
- 10. Ensure supplies, materials, and other support items are available for business operations. A B C D E
- 11. Fill out daily reports to account for sales. A B C D E

ABILITY TO DELIVER HISTORICAL INFORMATION THROUGH PRESCRIBED TALKS/DEMONSTRATIONS AND PROVIDE GUIDE SERVICES TO VARIOUS AUDIENCES

- 12. 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
- 13. 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
- 14. Assist in researching for educational purposes to verify obscure facts and answer inquiries. A B C D E

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
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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 Kenai Fjords National Park?
 - 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 Kenai Fjords National Park? (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 Kenai Fjords National Park, and approximately when you lived there (month & year, for example October 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 Kenai Fjords National Park (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	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE	SERIES/GRADE
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	
<p>PRIVACY ACT INFORMATION</p> <p>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.</p>	