



**United States Department of the Interior
NATIONAL PARK SERVICE**

Sitka National Historical Park
103 Monastery Street
Sitka, AK 99835

RECRUITMENT BULLETIN: **SITK-16-006**
ISSUE DATE: **08/26/16**
CLOSING DATE: **09/09/16**

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

Sitka National Historical Park is accepting applications for a permanent, full time, Supervisory Park Ranger (Chief of Interpretation).

POSITION

Supervisory Park Ranger, Interpretation, GS-0025-11/12

DUTY LOCATION

Sitka, AK

\$33.22-\$51.76 (includes Cost-Of-Living Allowance)

BENEFITS: Insurance, Retirement, Thrift Savings Plan (similar to a 401K) with matching Government contributions; paid holidays, annual and sick leave; performance-based longevity pay increases.

APPOINTMENT INFORMATION: Permanent full-time. Government housing is NOT available.

DUTIES: Supervises subordinates carrying out the park's interpretive programs; manages the day-to-day operations of the visitor center and other interpretive contact facilities; manage interpretive planning, annual budget and operational requirements; and establish and maintain effective working relationships with park staff, park stakeholders, other government organizations and local communities.

WHO CAN APPLY: Any U.S. citizen who, by reason of having either lived or worked in the Sitka area of consideration, has acquired special knowledge or expertise regarding the natural or cultural resources of the park. The areas considered within Sitka are: Baranof Island, which includes the communities of Sitka and Port Alexander, and small communities of a seasonal nature including Little Port Walter, Baranof Warm Springs, Biorka Island and Warm Springs Bay, Admiralty Island including Angoon, Chichagof Island including Hoonah, and the nearby City and Borough of Juneau. Applicants will not qualify for this position if they have only lived and worked in the areas considered on a temporary seasonal basis. 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 climatic conditions and associated impacts on the resources.

QUALIFICATION REQUIREMENTS:

There is no specific length of training or experience required; however, you must be able to demonstrate through the experience shown in your written resume and application package that you possess the skills/competencies to perform the duties described in this job posting. All qualifying experience, including volunteer experience, will be considered.

Please note that 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 show the duties and responsibilities for each position you list on your resume, as well as the starting and ending dates of employment (month/year), and the number of hours worked per week.

KNOWLEDGE, SKILLS, AND ABILITIES:

Your written answers to the following KSAs will help us to evaluate your qualifications to perform the duties of this position. It is important to provide detailed information in your resume. 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 your answers.

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- 1. Ability to supervise a staff in carrying out the park's interpretive programs.**
Describe and provide examples
- 2. Ability to develop and manage an interpretive program.**
Describe and provide examples
- 3. Ability to design and present park interpretive programs.**
Describe and provide examples
- 4. Establish and maintain effective and cooperative working relationships, including negotiation and conflict resolution, with park management and staff, park stakeholders, cooperators, other government organizations and local communities.**
Describe and provide examples

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.
- Driver's License required

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 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 907-747-0107. **The SF-15 may be obtained through the Internet at www.opm.gov/forms.**

Your application 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 5 p.m., on the closing date, to Administrative Office, 103 Monastery Street, Sitka, AK 99835.

REQUIRED DOCUMENTS:

- Resume that provides **detailed** information about your work experience. **For every job listed on the resume, a description of duties and achievements must be included.** 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 and contact information (phone or email) for each period of employment.
- 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.