



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-15-004
ISSUE DATE: March 6, 2015
CLOSING DATE: March 20, 2015

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

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

POSITION

Training Specialist (Tribal House Coordinator) GS-1712-09
\$ 25.33 per hour plus 7.18% COLA
Full-Time or Part-Time Term Position
Multiple applicants may be selected

DUTY LOCATION

Gustavus, AK or
Hoonah, AK

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: Full-time or part time term position. Term appointment is for one year, and may be extended for up to 3 additional years. 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:

The National Park Service (NPS) is constructing a traditional tribal house on the shoreline of Bartlett Cove in Glacier Bay National Park. When completed in summer 2016, this facility will serve as a venue for tribal programs designed to strengthen and preserve the cultural life ways of the Huna Tlingit and maintain connects between tribal members and their homeland as well as a focus for park visitors to learn about Tlingit culture. The Tribal House will be open to the visiting public during the summer season for interpretive purposes and will also support a range of tribally-sponsored classes, workshops, camps, and school programs. This 2-4 year TERM position serves as the coordinator responsible for cooperatively developing Tribal House programs including the grand opening ceremonies, a comprehensive interpretive plan, and short- and long-range operational plans. Specific tasks include:



Cooperatively develops and implements plans for the grand opening ceremonies of the Tribal House including cooperative development of event schedule/agenda, coordinating on-site and off-site logistics, coordinating media efforts, preparing public news releases and other printed materials, and ensuring effective partnership and interdivisional communication.

Cooperatively develops strategies for, and assists with implementing, an interpretive planning process for the Huna Tribal House. Coordinates the interpretive planning process with park divisions, Harper's Ferry Interpretive Design Center, the tribal government, and other interested stakeholders. Responsible for designing and implementing planning workshops/sessions, arranging logistics and travel, compiling and summarizing workshop notes and public input.

Assists in the completion of an interpretive plan which outlines culturally appropriate interpretive messages and mechanism for conveying messages including educational programs, wayside exhibits, social media, etc.

Prepares and presents educational materials and programs for various levels and for a variety of audiences. Plans, coordinates, and organizes, workshops for teachers, school officials, tribal groups, and park staff and partners.

Cooperatively develops short- and long-range operational plans for the Huna Tribal House including developing strategies for coordinating tribally-sponsored programs, identifying staffing and budgeting needs, outlining educational and interpretive program offerings, identifying media and equipment needs, etc.

Coordinates Tribal House programs with other divisions, contractors, native groups, schools, youth groups, agencies and park partners to meet park goals and objectives.

Manages project budgets and prepares financial documents to justify changes. Prepares written reports, and correspondence pertaining to a variety of Tribal House -related projects and events.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The position primarily works in an office setting. Most assignments will be performed indoors, but some activities require exposure to variances in weather and terrain. Occasional field work entails walking, driving, bending, sitting, and standing. Occasional lifting of up to 40 pounds of supplies and interpretive materials may be necessary. Fieldwork may involve hiking on established trails or shoreline routes. Occasional travel via vehicles and park vessels and/or commercial aircraft will be a normal component of this position.

The wearing of the NPS uniform is required, with strict adherence to the Glacier Bay National Park uniform policy and established 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: There is no specific length of training or experience required; however, you must be able to demonstrate through the experience and/or education 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. Qualifications will be determined by evaluating experience 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

KSA 1. Skill in developing, presenting, and evaluating educational materials and programs for various educational levels, and ability to work effectively in team settings and with diverse people.

KSA 2. Knowledge and ability to manage multiple projects, complex event logistics, budgets, and contracts.

KSA 3. Skills in strategic planning through establishment of goals and objectives to meet park needs.

KSA 4. Ability to communicate effectively orally.

KSA 5. Ability to communicate effectively in writing.

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.

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 (4:30 pm) 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)
- Veteran's Preference documents, if claiming Veteran's Preference (see below for documents).
- 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.

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/msservice.htm)

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 _____

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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. Skill in developing, presenting, and evaluating educational materials and programs for various educational levels, and ability to work effectively in team settings and with diverse people. Describe your experience and ability to work as a team to develop, present and evaluate materials and programs for various education levels and diverse audiences.

KSA 2. Knowledge and ability to manage multiple projects, complex event logistics, budgets, and contracts. Describe projects you've managed including your level of responsibility.

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

Applicant Name _____

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KSA 3. Skills in strategic planning through establishment of goals and objectives to meet park needs. Provide examples of plans you've developed; include how you set goals and objectives and how you worked with different types of groups to meet those goals.

KSA 4. Ability to communicate effectively orally. Give examples of oral presentations you've given or situations where you've had to speak in front of large or small groups.

KSA 5. Ability to communicate effectively in writing. Give examples of the types of writing you've accomplished including reports, correspondence, and web/internet communications.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Training Specialist (Tribal House Coordinator), GS-1712-09
GLBA-15-004

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-15-004	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE: Training Specialist	SERIES/GRADE: GS-1712-09
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>	

DI-1935