



United States Department of the Interior

NATIONAL PARK SERVICE

Klondike Gold Rush National Historical Park
P.O. Box 517
Skagway, Alaska 99840



RECRUITMENT BULLETIN: **KLGO-18-003**

ISSUE DATE: **April 10, 2018**

CLOSING DATE: **April 23, 2018**

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

Klondike Gold Rush National Historical Park is accepting applications for one full time, subject-to-nonpay position in the Interpretation Department.

POSITION

Visual Information Specialist GS-1084-09

Salary: 28.33 - 33.36 per hour including COLA

DUTY LOCATION

Skagway, 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.

https://help.usajobs.gov/index.php/Pay_and_Benefits

APPOINTMENT INFORMATION: Permanent, full-time. Employees can be converted to the competitive service after two years of satisfactory service in the same appointment, and upon meeting all regulatory requirements. Competitive service enables employees to compete for other career opportunities through announcements that are open to current permanent Federal employees. -This position has a career seasonal work schedule that provides for at least 26 weeks of full-time work, and up to 26 weeks of non-duty/non-pay time, per year. The work season is expected to be approximately March through October. It is possible that work time can be extended depending on budget, workload, weather, or for other reasons. When your services are not required, you will be placed in non-pay, non-duty status. You will have the option to continue your health coverage while in non-pay.

DUTIES: The purpose of this position is to plan the visual aspects of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and charts used in books, magazine, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communication such as web content where the general format and specific themes to be illustrated are predetermined. Computer technology and modern social media are used as one of many kinds of visual media that may be selected as best suited for a particular audience. The GS-1084 series includes positions that perform work involved in communicating information through visual means. Work in this series includes the design and display of such visual materials as photographs, illustrations, charts, and other means of communication. Positions in this series may also select the means of communication to be used. They do not determine the content or audience, but must be familiar with audience characteristics such as attitudes, age, educational and interest levels, and they use that knowledge to select the visuals that are best suited to the intended audience.

ELIGIBILITY TO APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Klondike Gold Rush National Historical 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 consecutive months. 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" Klondike Gold Rush National Historical Park are Municipality of Skagway Borough, which includes the communities of Skagway, AK and Dyea, AK; Haines, AK; Klukwan, AK; Gustavus, AK; and Juneau, AK.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience as described in the application package, 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 considered. 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 responses

1. Describe your experience with basic principles of visual design and skill in the use of common art media to perform assignments.
2. Describe your experience with a variety of methods, standards, techniques, and materials used in the design, production, and reproduction of visual products to plan the technical details of, or produce, aesthetically composed visual products in a timely manner. Skill in appropriate software to accomplish tasks such as photo and video editing and page design, as well as user knowledge of printers, large-format plotters, wireless routers, web cams, GPS mapping devices and hand-held devices. Proficiency in use of software and hardware options necessary to maintain and optimize the use of interpretive media.
3. Describe your experience maintaining sufficient knowledge of new and emerging technologies to incorporate into visual products created.
4. Describe your experience with specialized subject matter nomenclature, terminology, and other features particular to the park, such as the history, archeology, cultural and natural resources management, and natural history. Knowledge and understanding of accepted standards for interpretation established in the NPS Interpretive Development Program to apply to specialized media products. Knowledge of policies, guidelines, and standards related to websites and on-line applications, audio-visual productions, publications and signage including the NPS Graphic Identify Program, Graphic Standards, CommonSpot and/or other approved software, social media, smart phone and tablet applications, and other emerging on-line technologies.
5. Describe your experience in accessibility design standards for web and non-web products.
6. Describe your experience with park resources, park audiences and effective techniques to develop and offer opportunities for different audiences to form their own intellectual and emotional connections to the resource meanings.
7. Describe your experience with understanding and articulating the difference between informational and interpretive content; consistently provide interpretive content when appropriate.
8. Describe your experience with and proficiency in the culture and practices of a variety of communication mediums, appropriately representing the organization while effectively communicating with visitors.

CONDITIONS OF EMPLOYMENT:

- A background investigation must be completed and approved prior to employment.
- Federal employees are required to utilize Direct Deposit (Electronic Funds Transfer/EFT), for their Federal Salary checks.
- Wearing the NPS uniform is required.
- Will complete a two year trial period.

Physical Demands:

The work is normally sedentary and requires long periods of stationary work at a computer work-station. Work also requires moderate physical exertion fabricating exhibits and signs, working from ladders, and lifting and working with maintenance staff installing signs and exhibits. Field visits are necessary for on-site inspection of phases of the production of a visual product. The incumbent occasionally must lift moderately heavy objects and operates hand tools and power tools such as hammers, screwdrivers, levels, rivet guns, saws, drills etc.

Work Environment:

Work is normally performed in a typical office setting, however, when work is performed outside the office, it may be in field environments or at dirty, dusty, cold, hot, wet or some otherwise uncomfortable locations indoors and outdoors, where the exhibit or display is located. Work involves moderate risks or discomforts such as working with power tools.

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.

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); the position title; and employer name for each period of employment.
2. Answers to the KSAs listed above, on a separate piece of paper.
3. Completed Local Hire Eligibility Questionnaire *
4. Copy of your transcripts, or a detailed list of your college courses that includes the course title and number, number of semester or quarter hours earned, and grade received for each course.
5. Veterans Preference documents, if claiming Veterans Preference (see below for documents)

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

Mail or deliver the following required forms to Park Headquarters. For mail please use: Klondike Gold Rush National Historical Park, PO Box 517, Skagway, AK 99840. For delivery please return to Park Administrative Office, 2nd Ave and Broadway, Skagway AK; yellow building with green trim on the second floor. Assistance and forms may be obtained from the park office or by calling Tegan Baldwin at 907-983-9200.

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.

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/mservice.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.

