



# 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-18-005  
ISSUE DATE: December 4, 2017  
CLOSING DATE: December 18, 2017

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

Glacier Bay National Park and Preserve is accepting applications for **part-time, temporary work**, not to exceed 1039 hours. More than one position may be filled from this bulletin.

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### **POSITION**

**Park Ranger (Interpretation), GS-0025-07**

\$ 22.79 per hour, subject to change in Jan. 2018

### **DUTY LOCATION**

Bartlett Cove, AK

**BENEFITS:** Paid holidays, annual and sick leave, Temporary, seasonal, and intermittent employees on appointments expected to last at least 90 days, and expected to work a schedule of 130 hours or more a calendar month, will be eligible to enroll in a Federal Employee Health Benefit (FEHB) health plan upon notification from their employing office. Eligible employees will be responsible for the employee share of the premium while on the official agency roles, which will be deducted from bi-weekly earnings.

**APPOINTMENT INFORMATION:** **Part-time, temporary**, approximately mid-April through September. Hours will be at least 20-30 hours per week. The appointment may be extended for an additional period (not to exceed 1039 hours total employment). Persons selected may be eligible for rehire in future years. Schedule may involve weekend work or performance of duties before or after “normal” working hours. Government housing may be available. A driver’s license is required.

**DUTIES:** Park ranger interpreters connect people to parks. They play a key role in ensuring that visitors have meaningful, satisfying, and educational experiences. Park ranger interpreters are specially trained to engage the public so that each park visitor will have opportunities to connect with the meanings and values found in the places and stories of that park. By providing the opportunity for visitors to care about the places they visit, they promote stewardship for our national parks.

From mid-April through mid-September provide front-line interpretation and visitor services. Research, prepare and present a variety of original interpretive programs, including digital illustrated programs, guided walks, public address commentaries, talks, off-vessel activities, and children’s programs. Work is performed aboard a variety of ocean-going vessels, working both independently and as part of a NPS interpretive team. Assignments include staffing a high profile and sometimes stressful, multi-tasked information desk on board cruise ships and tour vessels, as

well as staff on-site visitor center. Handle visitor information requests, sell publications and educational materials, and complete assigned projects.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The work involves extensive periods (up to 15 hours) of standing and walking on ships, sometimes including steep stairways and narrow companionways. The majority of duties occur outdoors and on vessels (cruise ships and tour boats) with variable shifts ranging from 10 to 15 hours. Will be leading off-trail hikes wearing a daypack and must safely negotiate rocky shorelines and potentially slippery intertidal zones, rough surfaces and inclines. Moderate lifting is required, and most duties require wearing a daypack of supplies and interpretive materials. The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, e.g., low temperatures, confined spaces or adverse weather conditions (frequent drizzle and wet, windy conditions).

**Must be physically and mentally able to safely climb rope ladders fifteen feet in height during transfer from one vessel to another while both boats are in motion in exposed waters. Every employee must pass a practical simulated ladder transfer before approved for duty.**

Uniform required, with strict adherence to 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:** Qualifications will be determined by evaluating experience and education 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*

- 1. Ability to research, develop and present interpretive talks and programs for diverse audiences.** (Describe your experience in presenting illustrated programs, conducted activities, tour commentaries, talks, children's programs, and interpretive presentations. Please include topics, audience sizes and venues).
- 2. Ability to operate a visitor center, information desk, or conduct off-site activities to provide frontline information and interpretive program support services.** (Describe your experience providing informal interpretive services, for example, while staffing an information desk, while roving, answering questions and contacting visitors on and off-site.).
- 3. Ability to communicate effectively orally.** (Describe your experience in effective oral communication in a variety of situations. For example, public speaking ability, communication with peers, coworkers, supervisors and the public.).
- 4. Ability to communicate effectively in writing.** (Describe your experience in effective written communication. For example: reports, memos, articles, outlines, correspondence and responding to information requests.).
- 5. Ability to train, influence and motivate coworkers and volunteers.** (Describe your teamwork skills that demonstrate positive working relationships with coworkers, supervisors and the general public.).
- 6. Ability to effectively use business oriented computer software and automation.** (Describe your ability to use common office software, i.e. desktop publishing, photo editing, PowerPoint, MS Word and Publisher, etc.).

#### **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 907-697-2670. **The SF-15 may be obtained through the Internet at [www.opm.gov/forms](http://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. Also include the dates worked (for example, June 2009 through August 2010); the position title; and employer name 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)
- 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](http://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](http://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 \_\_\_\_\_

**GLBA-18-005**

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. Ability to research, develop and present interpretive talks and programs for diverse audiences.** (Describe your experience in presenting illustrated programs, conducted activities, tour commentaries, talks, children's programs, and interpretive presentations. Please include topics, audience sizes and venues).

**KSA-2. Ability to operate a visitor center, information desk, or conduct off-site activities to provide frontline information and interpretive program support services.** (Describe your experience providing informal interpretive services, for example, while staffing an information desk, while roving, answering questions and contacting visitors on and off-site.).

**Knowledge, Skills and Abilities (KSAs) -Required information, continued**

Applicant Name \_\_\_\_\_

**GLBA-18-005**

**KSA-3. Ability to communicate effectively orally.** (Describe your experience in effective oral communication in a variety of situations. For example, public speaking ability, communication with peers, coworkers, supervisors and the public.)

**KSA-4. Ability to communicate effectively in writing.** (Describe your experience in effective written communication. For example: reports, memos, articles, outlines, correspondence and responding to information requests)

**KSA-5. Ability to train, influence and motivate coworkers and volunteers.** (Describe your teamwork skills that demonstrate positive working relationships with coworkers, supervisors and the general public.)

**KSA-6. Ability to effectively use business oriented computer software and automation.** (Describe your ability to use common office software, i.e. desktop publishing, photo editing, PowerPoint, MS Word and Publisher, etc.)

**ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE**  
*Park Ranger-Interpretation, GS-0025-07, Part-time, 1039 hours*  
**GLBA-18-005**

This questionnaire provides information that is used to determine whether you meet the eligibility requirements for Local Hire. The completed eligibility questionnaire must be submitted with your application package for your application to be considered. The questions may be answered on a separate piece of paper but must clear and specifically answer the questions.

Please print your name and answer the following:

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Eligibility Questions

1. Have you lived or worked in or near Glacier Bay National Park & Preserve for at least 12 consecutive months (circle one)?

- a. Yes
- b. No

2. List the dates (month & year) that you live(d) or work(ed) in or near Glacier Bay National Park & Preserve, and your physical address(es) during that time (for example Oct 2001 through September 2005, 411 Brown Bear Drive, King Salmon).

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3. Describe your knowledge of the cultural and/or natural resources in or near Glacier Bay National Park & Preserve and how you obtained it:

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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 I may be asked to provide documentation to confirm my eligibility and that I will not be considered if it is found to be inaccurate.

\_\_\_\_\_  
Applicant signature Date