United States Department of the Interior

NATIONAL PARK SERVICE

**Glacier Bay National Park/Preserve**

**P.O. Box 140**

**One Park Road**

# Gustavus, AK 99826

 **JOB POSTING NO: GLBA-12-006**

**ISSUING DATE: March 15, 2012**

 **CLOSING DATE: March 29, 2012**

**Glacier Bay National Park and Preserve** is accepting applications for full-time summer temporary work.

POSITION TITLE, SERIES, & GRADE DUTY LOCATION

**Cartographic Technician** Glacier Bay NP/P

**GS-1371-06** Gustavus, AK

**$18.27 per hour + 7.18% COLA**  Bartlett Cove

**Includes**: Paid holidays, and annual and sick leave (dependent upon work schedule). Must be 18 years of age or older. This position is temporary, full-time, not-to-exceed 1039 hours in the Division of Maintenance. Tour of duty may be a compressed schedule and may include evening, weekend and holiday work. Wearing of the National Park Service uniform is required and a uniform allowance will be provided to help defray costs. Government housing may be available.

**BRIEF STATEMENT OF DUTIES:** This position will perform a variety of mapping tasks including field data collection, compilation, editing and production, and Global Positioning System (GPS) and Geographic Information System (GIS) technical support. Mapping techniques may include GPS, total stations, tape and compass, alidade and plane table, or any combination thereof. Inputs spatial and non-spatial digital data to a draft format. Plots data to meet requirements for various kinds of displays and makes plots to check and verify the results of map file construction. Follows established guidelines and instructions to select plot contents, appropriate scales, suitable colors, shading patterns, line types, fonts and text and line thicknesses. Operates, updates and assists in maintaining the CAD/GIS software, hardware, and associated peripheral devices.

**WHO CAN APPLY:** This job posting is being recruited through federal excepted service hiring authorities applicable to Glacier Bay National Park and Preserve at this duty station. Applicants must be eligible and qualified to perform the duties to receive consideration.

**VETERAN'S PREFERENCE SHALL APPLY:** All applicants claiming Veterans Preference MUST submit a copy of their DD-214, Military Discharge". In addition, those claiming a 10-point veterans preference MUST submit a copy of an SF-15, "Claim for 10 Points Veterans Preference" and verification documentation listed on the backside of the form. If claiming a compensable disability preference, applicants must include a copy of their latest Veterans Administration certification. To obtain further information about veteran’s preference, refer to

http://www.fedshirevets.gov/job/index.aspx.

**CONDITIONS OF EMPLOYMENT:** Applicants must meet all of the following pre-employment requirements. Failure to meet these requirements could result in a withdrawal of a job offer and or termination from your position.

* If you are selected for Federal employment you will be required to submit a completed OF-306 (Declaration for Federal Employment) prior to being appointed, to determine your suitability for Federal employment.
* Under the requirements of the Homeland Security Presidential Directive 12 (HSPD-12), all new Federal employees must have a background investigation and be fingerprinted. Results of the investigation must be adjudicated by the Office of Personnel Management **prior** to employment.
* Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary check**s.**
* Wearing of the NPS uniform will be required.
* Must be a US citizen.

**QUALIFICATION REQUIREMENTS:**

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. ***The information provided in your KSAs must be supported by employment/experience shown on your resume.***

*Use* a separate sheet of paper using the following corresponding numbers for answers.

**KSA-1. Knowledge of Geographic Information Systems (GIS).** Describe your knowledge of an experience using ArcGIS software and tools to create, manage and maintain geodatabases. Give examples of final products that you have produced and how they were used.

**KSA-2. Knowledge of Global Positioning System (GPS) equipment and operation.** Describe your knowledge of and experience in using GPS equipment and software to collect and organize data. When have you used the equipment and how was the data used?

**KSA-3. Ability to design and maintain geospatial and/or relational databases and develop and maintain compliant and searchable metadata.** Describe any relational or geospatial databases that you have developed and maintained. What were the databases used for?

**KSA-4. Ability to communicate effectively orally and in writing.** Give examples of oral presentations you have given and to what type/size of audience. Describe situations where you’ve communicated effectively with controversial issues. What types of written reports or correspondence have you prepared?

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY*!*** Incomplete applications may result in non-referral of your application.

**HOW TO APPLY**: Mail or hand deliver to Park Headquarters, Glacier Bay National Park and Preserve, One Park Road, P.O. Box 140, Gustavus, Alaska 99826, the **following required forms**:

* Current resume that includes detailed descriptions of work experience and the start and stop dates for each listed position. **If work experience was with the federal government, include the job title, series, and grade of the position**.
* Separate sheet(s) of paper with answers to the KSAs listedabove under “qualification requirements.”
* Written responses to the Eligibility and Supplemental Questionnaire
* DD-214 if claiming 5 points Veteran's Preference and SF-15 if claiming 10 points Veteran's Preference (including verification documentation listed on the backside of the form).
* Although not required you are encouraged to submit the attached “Applicant Background Survey” (DI-1935) with your application. This information is NOT provided to the hiring official.

Assistance and forms may be obtained from the park office at the address above or by calling 907-697-2230.

All applicants must meet qualification requirements by the closing date of the job posting in order to be considered. It is the applicant’s responsibility to provide documentation/proof of claimed status, veteran’s preference, qualifications, and education. Failure to submit the necessary proof may result in no further consideration, and applicants will not be solicited for further data if that provided is found to be inadequate or incomplete. Your 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.

All applications must be postmarked or received in this office by the closing date of the job posting. Applications postmarked after the closing date will not be considered. 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*. Applications mailed in postage paid government envelopes or through the internal government mail system will be rejected and returned without further action.* We do not accept faxed or electronic resumes or applications. 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.

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

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GLBA-12-006**

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.*

**KSA-1. Knowledge of Geographic Information Systems (GIS).** Describe your knowledge of an experience using ArcGIS software and tools to create, manage and maintain geodatabases. Give examples of final products that you have produced and how they were used.

**KSA-2. Knowledge of Global Positioning System (GPS) equipment and operation.** Describe your knowledge of and experience in using GPS equipment and software to collect and organize data. When have you used the equipment and how was the data used?

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

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GLBA-12-XXX**

**KSA-3. Ability to design and maintain geospatial and/or relational databases and develop and maintain compliant and searchable metadata.** Describe any relational or geospatial databases that you have developed and maintained. What were the databases used for?

**KSA-4. Ability to communicate effectively orally and in writing.** Give examples of oral presentations you have given and to what type/size of audience. Describe situations where you’ve communicated effectively with controversial issues. What types of written reports or correspondence have you prepared?

**Eligibility and Supplemental Questionnaire (required form)**

**Job Posting #: \_GLBA-12-006\_**

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| --- |
| **Name:** |
| **Residency Information:** |
| Do you now or have you ever, lived or worked in or near Glacier Bay National Park and/or Preserve. If so, where, and for how long? (Please provide physical address): |
| How many miles do you live from the park/preserve? |
| **Local Knowledge and Expertise:** |
| Describe the special knowledge or expertise of the natural or cultural resources of Glacier Bay National Park and/or Preserve that you possess as a result of having lived or worked in or near the Preserve. For example: Special knowledge of the Park geography, facilities, and operations and issues involving natural and cultural resource management. |
| Describe how you came to obtain the special knowledge or expertise above. |
| CERTIFICATION STATEMENT**I CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I understand that negative responses do not necessarily preclude me from consideration for this job.**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**GENERAL INSTRUCTIONS: Applicant Background Survey (optional form) –** 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. This form will not be given to the hiring supervisor.

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| JOB POSTING NUMBERGLBA-12-006 |  TODAY’S DATE: (MM/DD/YY) |
| POSITION TITLE **Cartographic Technician** | SERIES/GRADE **GS-1371-06** |
| 1.NAME: (Last, First, MI) | 2.SOCIAL SECURITY # | 3.YEAR OF BIRTH |
| 4. How did you learn about the position or exam you are applying for? Please circle your choice(s). |
| 01 Private Information Service02 Magazine03 Newspaper04 Radio05 Television06 Poster07 Private Employment Agency08 State Employment Office | 09 Agency Personnel Office 10 Federal Government recruitment at school/college11 Federal/State/local job information12 Religious Organization13 School/college counselor or official14 Friend/Relative working in agency15 Friend/Relative not working in agency16 Other(specify)  |
|  5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODEwhich 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 |
| **PRIVACY ACT INFORMATION**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. |

**DI-1935**

**FOR BUREAU USE ONLY**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PATCO Code: \_\_\_\_\_\_\_\_\_\_ Bureau Code: \_\_\_\_\_\_\_\_\_\_\_\_