



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Alaska State Office  
222 West Seventh Avenue, #13  
Anchorage, Alaska 99513-7504  
[www.blm.gov/alaska](http://www.blm.gov/alaska)

## **JOB OPPORTUNITY ANNOUNCEMENT** **BLMAK-23-001-AV**

**OPENING DATE:** March 15, 2023

**CLOSING DATE:** April 14, 2023

**POSITION:** COMMUNITY OUTREACH SPECIALIST, GS-0301-11  
Full performance level GS-11

**SALARY:** Starting at \$77,898 annually (starting at \$37.33 per hour) plus a 3.53% of Cost-of-Living Allowance

**LOCATION:** Utqiagvik, Alaska

**WHO MAY APPLY:** Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

**WORK PERIOD:** This is a Permanent Full Time Position

**ORGANIZATION:** Bureau of Land Management, Alaska State Office, Arctic District Office

### **DUTIES:**

1. District Liaison with Local Communities

Duties may include but are not limited to the following:

- Organize BLM consultation meetings with tribes, municipalities, and village corporations.
- Organize BLM public meetings in villages of the North Slope Borough as requested by the manager
- Assist with the NPR-A working group.
- Work with local schools and summer youth camps for opportunities to bring educational materials, information, and lessons to the students.
- Identifies needs of underserved communities and develops outreach strategies for those audiences. Recommends appropriate communication channels, techniques, and strategies for disseminating information to and interacting with, hard to reach audiences.

- Has frequent contact with Native residents of villages on or near the NPR-A or other public lands. Provides information on BLM's programs; state and federal laws and regulations associated with subsistence taking and use of resources; and state and federal laws and regulations on sport and commercial fishing and sport hunting. Obtains information on subsistence and sport harvest of fish and game.
- Develops outreach strategies for a variety of audiences and activities, such as youth, life-long learners, volunteer events, public meetings environmental education, and interpretation.

## 2. Participates and Conducts Field Work

Independently performs recurring, well-planned, safe field inspections. Duties may include but are not limited to the following:

- Conducts winter inspections of the North Slope Borough Community Winter Access Trail by being a participant in trips. Write inspection reports to include photograph documentation.
- Assist Arctic Staff with field work in the summer to include assisting in field camp set up/take down and other camp duties as needed.

## 3. External Coordination

Serves as a primary contact with the local community of Utqiagvik and other North Slope communities as necessary. Duties may include but are not limited to the following:

- Identifies interests and needs of local residents and organizations in Utqiagvik and other communities and develops outreach strategies to those audiences.
- Recommends appropriate communication channels, techniques, and strategies for disseminating information to and interacting with, hard to reach audiences.
- Advises the District on the preparation of informational materials, events, and exhibits. Works with program specialists and Public Affairs to develop outreach materials and ensure message accuracy.
- Have daily (Monday-Friday) office hours for the public to visit. Must be able to answer questions regarding permitting, planning and land status and be up to date as to activities in the Arctic Office.
- Provides land status data and information on policies, permits, planning, conveyances (example – Native Allotments), regulations (example -Federal subsistence regulations) and the BLM policy requirements to the interested public in Utqiagvik and other North Slope communities.
- Presents a positive image of the NPR-A and of the BLM; ensuring visitor contact is conducted in a courteous, professional, and friendly manner.
- Participates in public meetings, write meeting reports of any non-BLM meeting.
- Develops a local communication network with Ukeagvik Inupiat Corporations (UIC), Inupiat Community of the Arctic Slope (ICAS), the Native Village of Barrow and the City of Utqiagvik, the North Slope Borough wildlife department and planning departments and provide weekly updates to the Arctic District.
- Provides information regarding local environmental conditions, community plans and perspectives and other newsworthy topics to the Arctic District Office.
- Identifies challenges and needs of organizations and communities to prioritize BLM focus.

- Creates partnerships, building trust and legitimacy for the DOI within the communities.
- Provides guidance, interpretation, and direction for the District to implement the Secretary of Interior, Bureau, and District objectives in Outreach, Youth, Environmental Education, and Interpretation (OYEI) program areas.
- Establishes and maintains effective partnerships with national, statewide, and local organizations interested in the BLM programs such as youth initiatives.
- Advises the District on the preparation of informational materials, events, and exhibits. May direct a team of specialists for specific outreach events. Works with program specialists and Public Affairs to ensure message accuracy.
- Attend and give presentations at formal and informal meetings and workshops, in person or virtually, including during evening hours or on weekends.
- Analyze qualitative and quantitative feedback gathered during listening and engagement sessions.

#### 4. Internal Coordination

Independently completes internal tasks to include but not limited to:

- Completing Timesheets, Travel Authorizations, Charge Card Statements in a timely fashion.
- Participates in weekly Arctic Staff Meetings
- Provides input into the ANILCA Section 810 that is written by Arctic Staff.
- Keeps up to date with all the projects that the Arctic District is authorizing and able to provide information to customers either in person or over the phone.
- Spends time as designated by supervisor in Fairbanks working with and assisting Arctic Staff and the public room/docket.
- Coordinates with specialists in other BLM offices to help answer complicated land status, planning and/or permitting questions.
- Submit inspection reports and photographs.

#### **KNOWLEDGE/EXPERIENCE REQUIRED:**

**Knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof. These may include:**

- Knowledge of Inupiaq culture, traditions, and lifestyle.
- Knowledge of traditional gathering and use of fish and wildlife resources by residents living on or near public lands.
- Knowledge of laws and regulations associated with sport and subsistence fishing and hunting on public lands.
- Knowledge of weather, river channels and conditions, snowmobile trail conditions, and travel routes to safely travel on or near public lands in a variety of conditions.

#### **CONDITIONS OF EMPLOYMENT:**

- Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.

- The Bureau of Land Management has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.
- Must have a valid driver's license.
- All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
- Background Investigations: Employment in this position requires a favorable fingerprint check and background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication with a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of US citizenship.

### **HOW TO APPLY:**

The closing date is **April 14, 2023**. Do not include any information that contains any personally identifiable information (sex, gender, sexual orientation, national origin, color, marital status, disability, political affiliation, race, religion, age, date of birth, social security number, criminal history, photos, etc.). Applications should be based on your qualifications for the position only (education, experience, etc.)

#### 1. Resume,

Please ensure that your resume contains:

- Your full name
- Address, including zip code
- Telephone number
- Whether or not you claim veterans' preference in employment
- Your country of citizenship
- College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
- Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
- Any other job-related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses, and dates received, honors, awards, and special accomplishments related to this position.
- Please note: the information in your resume will be used to confirm that you meet the qualification requirements of the position.

#### 2. Supplemental Questionnaire, attached.

#### 3. DD-214 member copy 4 or other documents to support veteran's preference status.

4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability.
5. Statement of military service to meet the Veterans Opportunity to Work (VOW) Act (<https://chcoc.gov/content/vow-veterans-opportunity-work-hire-heros-act-2011>)

**EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ADDRESSING EACH OF THE REQUIREMENTS.**

The resume and supplemental questionnaire are the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position on a pass-fail basis or may be scored.

Methods to submit application:

1. Email: [blm\\_ak\\_jobs@blm.gov](mailto:blm_ak_jobs@blm.gov) (received by closing date)
2. Fax: 907-271-4551, **ATTN: Annyn Vanderlooven** (received by closing date)
3. Mail: Bureau of Land Management, **ATTN: Annyn Vanderlooven**, 222 West 7<sup>th</sup> Ave. #13, Anchorage, Alaska 99513 (postmarked by closing date and received within 5 business days)

**ADDITIONAL INFORMATION:**

Working for the Department of the Interior offers a comprehensive benefits package that may include, in part, paid vacation, sick leave, holidays, life and health insurance. In addition, you may be eligible for retirement benefits and/or participation in the Thrift Savings Plan which includes a percentage of government matching. You may even be able to work a flexible schedule. The following web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more to:

[www.usajobs.gov/Help/working-in-government/benefits/](http://www.usajobs.gov/Help/working-in-government/benefits/).

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

**We may use this announcement to fill additional vacancies within 90 days of the closing date of this announcement.**

**ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE  
COMMUNITY OUTREACH SPECIALIST, GS-0301-11  
BLMAK-23-001-AV**

**NAME** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

**LOCAL KNOWLEDGE AND EXPERIENCE**

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
  - a. Yes (This answer needs to be supported on your application/resume)
  - b. No
2. Have you lived in the vicinity of the National Petroleum Reserve in Alaska (NPR-A)? If so, for how long?
  - a. Less than one (1) year
  - b. One (1) to five (5) years
  - c. Over five (5) years
  - d. I have not lived in the vicinity
3. While working or living in or near the public lands of Alaska, have you held a job with duties involving natural or cultural resources?
  - a. Yes
  - b. No
4. How would you describe the type of natural/cultural resources knowledge and experience you have obtained? Please 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 names/locations/types of landscape, or other geographic information
  - c. Wildlife (including identification of): mammals, birds, insects, 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. Other unique information not listed above (you may be asked to elaborate at a later time).
  - f. I do not have knowledge or experience as listed above.
5. What methods have you used to share this knowledge and/or experience with others?
  - a. Materials such as brochures, pamphlets, books, or written documents
  - b. Media such as websites, Twitter, Facebook, podcasts, etc.
  - c. Formal and/or informal presentations
  - d. Hands-on activities and/or games
  - e. Other methods not listed above (you may be asked to elaborate at a later time)
  - f. I do not have skill or experience with the methods listed above.

NAME \_\_\_\_\_ DATE: \_\_\_\_\_

6. How did you obtain your knowledge of the unique practices of the public lands in the NPR-A?
  - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
  - b. Professional: obtained through a position held
  - 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 at a later time).
  - e. I do not have knowledge listed above.
7. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local Inupiat culture and lore, to safely and efficiently travel through the remote and isolated areas within the NPR-A.
  - a. Yes
  - b. No
8. Are you able to respond to questions and assist visitors with information concerning the natural and cultural resources for the public lands within the NPR-A?
  - a. Yes
  - b. No
9. What is your experience working with hand tools, ground maintenance tools, safety equipment, power tools and heavy equipment?
  - a. I do not have experience in this area.
  - b. I have some knowledge and/or skill in this area
  - c. I have knowledge and/or skills in this area and complete these duties on a daily basis.
  - d. I have knowledge, skill, and experience in this area as well as train others in this area
10. Do you have experience using the following computerized systems? Please circle all that apply.
  - a. Microsoft Word or similar program (word processing)
  - b. Electronic mail (Lotus Notes, Google Mail, Outlook, Gmail etc.)
  - c. Microsoft Excel or similar program (spreadsheets)
  - d. Microsoft Power Point or similar program (presentations)
  - e. Microsoft Teams

NAME \_\_\_\_\_ DATE: \_\_\_\_\_

11. What is your experience writing reports and including photograph documentation?
- a. I do not have experience in this area.
  - b. I have some knowledge and/or skill in this area
  - c. I have knowledge and/or skills in this area and complete these duties on a daily basis.
  - d. I have knowledge, skill, and experience in this area as well as train others in this area

I certify that the statements made on this application are true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date