



United States Department of the Interior

Bureau of Land Management
Glennallen Field Office

JOB OPPORTUNITY NOTICE **BLMAK-16-011-ES**

OPENING DATE: Tuesday, February 16, 2016
CLOSING DATE: Monday, February 29, 2016

POSITION: Outdoor Recreation Planner, GS-0023-07, full performance GS-09
Work schedule: Full-time

SALARY: GS-07 starting salary at \$43,817 per year

LOCATION: Glennallen, 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 position.

Employees who satisfactorily complete 2 years of continuous service in a position under this authority **and** who meet satisfactory performance **and** qualification requirements may be converted to the competitive service as a career-conditional or career employee.

Weekend work: Occasional weekend work WILL be required, including Sundays.

ORGANIZATION: Bureau of Land Management, Glennallen Field Office

DUTIES: As an Outdoor Recreation Planner, GS-0023-07 you will:

- Assist with and manage Developed Recreation Sites and facilities in winter and non-winter conditions.
- Issue and monitor Special Recreation Permits and associated documentation.
- Develop National Environmental Protection Act documents
- Work with internal and external partners, volunteers, seasonal workers, and the public.

KNOWLEDGE/EXPERIENCE REQUIRED:

Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.

1. Must have knowledge of the local area including natural and cultural resources, fish and wildlife populations and recreational opportunities and facilities.
2. Must have knowledge of the local geography, weather, history and native cultures.
3. Knowledge, skill or ability to serve as an Outdoor Recreation Planner in the Glennallen Field Office.

CONDITIONS OF EMPLOYMENT:

- Conversion to competitive service after two years or completion of qualification requirements (whichever is longer).
- To be converted, the selectee must meet all qualification requirements including education requirements. Qualifications will be reviewed and determined at the time of conversion. The current (subject to change) education requirements for this positions is:

Successfully obtain a college degree (undergraduate or graduate) in: major study – outdoor recreation planning or a related field such as: sociology, forestry, landscape architecture, economics, biological science, park administration, earth science, natural resource management and conservation, civil engineering, urban planning, or recreation. Applicants who qualify on the basis of graduate work in related disciplines must have one or more courses in outdoor recreation. **OR** Have experience that demonstrates the ability to plan and coordinate the use of land, water, and related resources for recreation and conservation purposes. Examples of qualifying specialized experience include: ability to deal with people of differing backgrounds and behavioral patterns; analysis and evaluation of outdoor recreation interests, habits, and needs of diversified groups, and the means for meeting those needs; evaluation of land or water areas for their recreation and related potential use, such as wildlife reserve; preparation or review of plans and programs for natural resource utilization and recreation development; solution of administrative, intergovernmental, socioeconomic, and other problems involved in providing adequate recreation opportunities while preserving, restoring, and enhancing the quality of the outdoor environment.

- 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 background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
- This position requires work in an office setting as well as in the field. While in the field, you may encounter walking over steep and rough terrain, extremely dense bush, logging slash and tree covered terrain. You may walk for long periods of time with terrain that is wet or occasionally covered with snow.
- 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.
- Government housing may be available.
- Must have a valid State of Alaska driver's license.
- Occasional overnight travel will be required.
- Selectee will be required to wear an official Bureau of Land Management uniform.
- 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 following must be filled out and received/turned in by 4:30 pm on February 29, 2016:

1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) or any other written format you choose, to describe your job-related qualifications.

Please ensure that your resume contains:

- Your full name
- Address, including zip code
- Telephone number
- The last four digits of your social security number
- Whether or not you claim veterans' preference in employment

- Your country of citizenship
 - Educational information, such as high school name and date of diploma or GED
 - 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, if you are a veteran or if you are claiming 5 point veteran's preference.
 4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability

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

The questionnaire and the OF-612, or resume, is the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position. The interviews may be conducted on a pass/fail basis or may be scored.

Submit application to:

Dennis Teitzel, Field Manager
Glennallen Field Office,
PO Box 147
Glennallen, Ak 99588-0147

Or drop off application at Glennallen Field Office at 186.5 Glenn Highway, Glennallen, AK from 8:00 a.m. to 4:30 p.m. on Monday to Friday.

ADDITIONAL INFORMATION:

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.

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
Outdoor Recreation Planner, GS-0023-07, full performance GS-09
BLMAK-16-011-ES

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 Glennallen, Alaska? 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 Glennallen, 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 landscapes, 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? Circle all that apply.
 - 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.

6. How did you obtain your knowledge of the unique practices of the public lands for Glennallen, Alaska? Circle all that apply.
 - 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 the 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 Athabascan and Ahtna culture and lore, to safely and efficiently travel through the remote and isolated areas on and near Glennallen, Alaska?
 - 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 for Glennallen, Alaska?
 - a. Yes
 - b. No

9. Select the statement that best describes your experience providing natural resource support. Select all that apply.
 - a. I have experience working with multiple disciplines such as wildlife, cultural resources, recreation, range management or minerals.
 - b. I have experience with various specialties during the interdisciplinary natural resource planning process.
 - c. I have experience communicating technical and scientific information to various audiences.
 - d. I have experience identifying specialized work relate to public land use planning and environmental analysis.
 - e. I have experience related to public land use planning and environmental analysis.
 - f. None of the above.

10. Select the responses that highlight your experience with 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 PowerPoint or similar program (presentations)

11. Select the responses that demonstrate your ability to communicate natural resource procedures and regulations to individuals.
 - a. I have routinely provided persuasive and concise written reports, studies, policies, memoranda and other correspondence to high-level management. This correspondence often involved complex controversial issues with the need to obtain buy-in and support for corporate policy.
 - b. I have provided concise written reports, studies, memoranda and other correspondence to senior management in order to relay new information on corporate initiatives and policies or to provide a status of actions or projects.
 - c. I have provided written reports, studies, memoranda or other correspondence to mid-level management and employees in order to relay information.
 - d. I have written routine correspondence.

12. Knowledge of recreation and resource management regulations, policies and handbooks.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

13. Experience with recreation facility design and construction operations including trail design and layout, implementing appropriate trail construction techniques, remote cabin construction, interpretive sign design and placement.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

14. Experience in cold weather recreation operations including mechanized and ski snow-trail grooming equipment and techniques.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

15. Conduct field inspections, assimilate data, prepare reports and develop effective solutions solving visitor and recreation site issues.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

16. Develop, allocate, and monitor program budgets to ensure that funds are being appropriately used and that obligations or expenditures do not exceed allocated amounts.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

17. Develop innovative approaches to promote youth involvement in recreation resource management.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

18. Coordinate with diverse user groups, programs and organizations to implement activities, address sensitive issues, develop agreements, and build/improve community relationships.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

19. Prepare progress reports and project summaries for use by managers and decision-makers.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

20. Lead work crews on public lands projects providing leadership, direction and safety oversight.
 - a. I have not had education, training, or experience in performing this task.
 - b. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - c. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - d. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - e. I am considered an expert in performing this task; or I have supervised performance of this task or am normally an individual who is consulted by other workers to assist them in doing this task because of my expertise.

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

Applicant signature

Date