



# United States Department of the Interior



NATIONAL PARK SERVICE  
Katmai National Park & Preserve  
P.O. Box 7  
King Salmon, Alaska 99613-0007  
Tel: (907) 246-2133  
Fax: (907) 246-2116

RECRUITMENT BULLETIN: **KATM-24-IRA-007**  
ISSUE DATE: February 05, 2024  
CLOSING DATE: February 20, 2024

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

**Katmai National Park and Preserve** is accepting applications for one, permanent career-seasonal, full-time Tribal Liaison/Subsistence Coordinator, GS-0301-09/11 position. More than one position may be filled via this bulletin.

**\*Please indicate what grade level you would like to be considered for, if no election is made, you will be considered for each grade level\***

### **POSITION**

**Tribal Liaison/Subsistence Coordinator, GS-0301-09**  
\$32.46 to \$42.19 per hour, plus a 3.21% Cost of Living Allowance (COLA)

### **DUTY LOCATION**

**King Salmon, AK**

**Tribal Liaison/Subsistence Coordinator, GS-0301-11**  
\$39.29 to \$51.05 per hour, plus a 3.21% Cost of Living Allowance (COLA)

**King Salmon, AK**

**APPOINTMENT INFORMATION:** Permanent, career-seasonal 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 career or career conditional 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 September through April of the following year. 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.

**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.

**DUTIES:** You will work as a Tribal Liaison/Subsistence Coordinator, GS-0301-09/11 at Katmai National Park and Preserve. Duties include but are not limited to the following:

The lands that currently comprise Katmai National Park and Preserve (Katmai) have been home to Native Alaskan peoples for thousands of years and today, many native tribes and villages along the Alaska Peninsula remain affiliated with Katmai. The park currently consults with its affiliated tribes on a regular basis regarding a wide variety of issues however, the Tribal Liaison and Subsistence Coordinator position has been designed to help ensure open, consistent communication between the park and its tribal partners in addition to other community stakeholders. The position will assist the park by informing tribes about the park's planned activities and expanding opportunities for tribes to consult on topics of mutual interest or concern. This position requires the incumbent to have a deep understanding of the Bristol Bay region's history and culture, and the ability to work collaboratively with all of Katmai's affiliated tribes. The position also supports Katmai's subsistence responsibilities by

helping to organize, prepare for and participate in Subsistence Resource Commission (SRC) meetings, Resource Advisory Council (RAC) meetings and Federal Subsistence Board meetings.

The ideal candidate will have excellent communication and interpersonal skills; experience working with Alaskan tribal communities, particularly along the Alaska Peninsula; and strong organizational skills. Katmai's Tribal Liaison and Subsistence Coordinator will be expected to maintain up-to-date mailing lists and contact information on the park's tribal partners. They will also meet periodically with a wide range of tribal governments and community organizations, often in remote villages that require travel by small aircraft. They will frequently help organize travel and accommodations for tribal members who are traveling to meet with Katmai's staff to consult on a wide variety of issues. Katmai's Tribal Liaison and Subsistence Coordinator will assist cultural resources staff in planning cultural events, sharing news with tribes and villages, as well as annual consultation documents.

Katmai has a remarkable cultural legacy that is a demonstration of the resilience, ingenuity, and historical continuity of the native people of the region. The work done by the Tribal Liaison and Subsistence Coordinator will help ensure that park lands are managed in a way that respects this legacy by expanding Katmai's engagement with affiliated tribal communities in diverse, new and meaningful ways.

If appointed at the GS-09 level, the full performance level of this position is GS-11. Promotion to the full performance level is neither guaranteed nor implied and will be based solely on your ability to satisfactorily perform the work of the position, existing work at the higher grade level, and recommendation by the position's supervisor.

**PHYSICAL DEMANDS:** Work is performed in both office and field settings. Work may require standing; walking over rough, uneven, rocky, or hazardous terrain; and driving vehicles including 4-wheel drive. Frequent travel by commercial and private aircraft, motor vehicles, and watercraft may be required.

**WORK CONDITIONS:** Work is primarily conducted in an office setting or in public meetings, although recurring field travel may be warranted to conduct on-site work at Tribal facilities, communities/villages, and/or other field settings. This field work may require long periods of traveling by various modes of public or private conveyance that is considered routine in Alaska, including watercraft and aircraft of varying sizes. Some field settings may necessitate biped movement including along steep and rough terrain, possibly in variable and harsh weather conditions, and in hazardous areas such as along roadways. Work may also occasionally bring the incumbent into exposure to insect bites and Alaska wildlife.

**WHO MAY APPLY:** Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Katmai National Park and Preserve, by reason of having either lived or worked in or near the park. To be eligible, applicants must have lived or worked in or near the area long enough to encounter and become familiar with a full range of typical conditions that affect the work to be accomplished. Applicants' resumes should reflect periods of time having lived or worked in or near the area of consideration.

Areas considered "near" Katmai National Park and Preserve are Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

**POSITION REQUIREMENTS:** Requirements will be determined by evaluating experience in your resume and /or in the interview and selection process. All position requirements must be met by the closing date of this job posting. Knowledge or expertise concerning the park's or preserve's natural and/or cultural resources and the management thereof is required. Local knowledge of the resources and the typical conditions that affect the work to be accomplished will be applied in the performance of the duties. Applicant resumes should reflect periods of time having lived or worked in or near the area of consideration.

Following are seven competencies identified for this position. Applicants are not required to address these competencies in a separate document but are encouraged to include in their resumes information related to these competencies.

1. Must have a deep understanding of the Bristol Bay region's history and culture, including subsistence.
2. Experience working with Alaskan tribal communities, particularly along the Alaska Peninsula
3. Must be able to work collaboratively with all of Katmai National Park and Preserve's affiliated tribes and tribal organizations.
4. Excellent communication and interpersonal skills
5. Strong organizational skills
6. Must be able to maintain up-to-date mailing lists and contact information on the park's tribal partners.
7. Must be able to travel occasionally for work, approximately 3 days per month.

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

- U.S. Citizenship required.
- Appointment subject to background investigation with favorable adjudication before starting work.
- Selectee will be required to participate in the Direct Deposit Electronic Funds Transfer Program.
- Selectee will be subject to a two-year trial (probationary) period.
- Must be 18 years of age or older.
- Males must meet Selective Service Registration Act requirement. Verify registration at sss.gov.
- You may be required to travel up to 5 nights per month. You must obtain a government charge card for travel purposes.
- The National Park Service has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.
- You may be required to complete training and obtain/maintain a government charge card with travel and/or purchase authority.
- Government housing may be available.
- You will be required to operate a government motor vehicle as part of your official duties; a valid driver's license is required. After selection, you may be required to submit a GSA Form 3607 and driving record at your own expense.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- You may be required to work on-call, evenings, weekends, holidays, overtime and shift work.
- Permanent Change of Duty Station (PCS) may be available for this position.

#### **RELOCATION EXPENSES REIMBURSED:**

If an appointee is selected from an area of consideration, as outlined at the end of this job posting, and currently lives more than 50 miles from the duty station, they may qualify for relocation expenses in accordance with agency policy.

#### **HOW TO APPLY:**

***PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!*** Incomplete submissions may result in non-referral of your application. ***Please note:*** An application consists of your resume and any other required forms or documents outlined below. There is no application form to complete.

**Assistance may be obtained from the park office or by calling (907) 246-2128.**

All applications must be postmarked, hand delivered or received via email by the closing date of the announcement.

**If mailed via USPS, your application must be addressed to: Katmai National Park and Preserve, ATTN: Gina Riquier, P.O. Box 7, King Salmon, Alaska 99613.**

**Applications may be hand delivered to: Park Headquarters, Katmai National Park and Preserve, ATTN: Gina Riquier, 1000 Silver Street, building 603, King Salmon, Alaska 99613.**

If your application is postmarked on the closing date, it must be received in a sealed envelope at Katmai National Park and Preserve no later than seven calendar days after the closing date. ***Emailed applications must be received by 11:59 AKST on the closing date of the job posting.***

**It is the applicant's responsibility to verify their application has been received via email by the deadline specified above.**

**You may email your application to: [katm\\_hr@nps.gov](mailto:katm_hr@nps.gov). Email all applications only to the designated email address provided. Do not include (CC) any staff members in emailed applications.**

**If you email your application, include the bulletin number in the subject line.** If you apply for more than one position, send a separate email with application for each position.

**Note:** Information provided in the body of the email will not be considered part of your application. Include all information you want to share in your resume or include a cover letter.

**Be sure to not include any photographs of yourself or any PII** (Personally Identifiable Information), such as your Social Security Number, driver's license number, or passport number.

**REQUIRED FORMS to send via USPS or email:**

- **Resume** that provides detailed information about your work experience. Also include: *the recruitment bulletin number of the position for which you are applying*; and for each period of employment: the dates worked (for example, June 2009 through August 2010), the position title, employer's name, phone number and address.
  - Emailed resumes and cover letters need to be sent as **attachments**.
- **DD-214** if claiming points of Veterans' Preference; if claiming 10 points of Veterans' Preference, also include the SF-15 and verification documents described on the back of the SF-15. The SF-15 may be obtained through the Internet at [www.opm.gov/forms](http://www.opm.gov/forms).

It is the applicant's responsibility to provide documentation/proof of claimed status for 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 resumes or applications, or applications mailed in postage-paid government envelopes.

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.

**Veterans' Preference (for qualifying veterans):** To receive Veterans' Preference, your application package must include a legible 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 Veterans' Preference, you also must provide a completed SF-15 ([www.opm.gov/forms](http://www.opm.gov/forms)) and verification documents listed on the SF-15. If you are separated and as yet do not have a DD-214, you may use an official statement of service from your command indicating 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 Veterans' Preference if you do not provide this documentation.

**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.