

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Federal Career Intern Program

The National Archives and Records Administration (NARA) is currently recruiting candidates for its 2009 Archivist Development Program (ADP). The ADP is a two-year professional development program designed to prepare you for an archival career with NARA. **This Recruitment Bulletin is soliciting applicants for three positions in NARA's Office of Presidential Libraries.** Information on additional ADP positions is available at www.archives.gov/careers/jobs/fcjp.

Recruiting Bulletin Number: FCIP-09-06

Open Period: June 16, 2009 – June 29, 2009

Position: Archivist, GS-1420-09 (3 positions)

Promotion Potential: GS-12

Duty Locations: Jimmy Carter Library, Atlanta, GA
Presidential Materials Staff, Washington, DC
Richard Nixon Library, College Park, MD*

*Initial duty location will be College Park, MD. Selected candidate will be required to sign a mobility agreement and relocate to the permanent duty station of Yorba Linda, CA in approximately the fall of 2011. Relocation expenses will be paid from College Park, MD to Yorba Linda, CA.

For more information on the locations visit <http://www.archives.gov/presidential-libraries/>

Salary*: \$48,545 per annum - Atlanta, GA
\$50,408 per annum – Washington, DC and College Park, MD

*Salary levels differ due to differences in cost-of-living rates between locations.

Who May Apply: All U.S. citizens who meet the minimum qualification requirements as stated in this recruiting bulletin.

Job Summary: If you are selected for the Archivist Development Program (ADP), you will participate in a series of individual developmental assignments that will provide you with a broad understanding of the archival activities of arrangement, description, reference service, preservation, and evaluation of both non-classified and national security classified Presidential Papers, Historical Materials and Records. You will also receive coaching and mentoring from a senior NARA staff member. Examples of individual developmental assignments may include:

- Performing initial surveys of collections and developing processing plans and guidelines in consultation with experienced archival staff. You may also review collections, including electronic record collections, for documents and other materials that might be intrinsically valuable, or for statutory or donor restrictions including invasion of privacy, national security or law enforcement information restricting or redacting any problematic information.

- Providing Reference/Collection Expertise – Providing reference service in response to simple and complex requests for information regarding the Library’s or Presidential Materials Staff textual and non-textual holdings and secondary sources of information.
- Declassification – Determining and applying appropriate declassification guidelines to Presidential papers, Historical materials, Presidential records and Federal records, consulting with other archivists and agency representatives on difficult review decisions.
- Review – Conducting a line-by-line review of Presidential papers, Historical materials, Presidential records and Federal records, applying restrictions and exemptions in accordance with the Presidential Records Act, Freedom of Information Act, E.O.12958, other federal statutes, and pertinent donor restrictions.
- Records Arrangement and Description – Preparing finding aids for records by identifying and describing series and categories with file groups in terms of subject, arrangement, volume, and chronological span, and by supplying appropriate cross references.
- Preservation – Applying preservation techniques and recommending strategies for textual records, electronic records, or audiovisual materials. This may also include identifying preservation needs in the Library and researching new approaches to preservation problems especially those involving digitization and/or obsolete media.
- Digitization – Digitizing, preparing metadata and making historical materials available through online resources.
- Outreach - Promoting scholarly, genealogical, and other research in NARA holdings.
- Exhibits/Educational Programs - Collaborating with the museum staff in planning and preparation of exhibits, and the education staff in developing educational activities, involving textual and non-textual archival material from the Library’s holdings.

In addition to your individual assignments, you will engage with other ADP participants in a series of professional development activities, seminars, and workshops designed to develop your skills in the four competency areas outlined below. These group activities will take place in multiple NARA locations across the country, so willingness to travel is a must for the ADP. You will also be expected to complete at least one 30-day rotational assignment to a different part of NARA in a different geographic location, or to another Federal agency or outside organization.

ADP Competency Areas:

Organizational Awareness – Understands the mission and functions of NARA, including NARA’s programs, policies, procedures, rules, and regulations.

Leadership and Management – Leads and manages people and resources to accomplish project and program goals.

Leveraging Technology – Makes effective use of technology to achieve results to support and promote the mission, services, and reach of the National Archives.

Partnering – Develops networks, builds alliances, and collaborates across boundaries with a wide range of stakeholders.

Key Requirements:

- Relocation expenses may be paid
- Background investigation/security clearance required
- Drug testing is required
- Travel is required

Qualifications: You must meet the minimum qualifications listed below by the closing date of announcement to receive consideration for this position:

Basic requirement –

You must have a bachelor's degree in archival science or bachelor's degree with a major that included 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government.

OR

You must have a combination of education and experience - at least 30 semester hours that include courses as shown above, plus appropriate experience or additional education.

In addition to the basic requirement above, applicants must possess one of the following:

- One year of professional experience equivalent to the GS-7 level in archival science, or in a directly related field of work such as history, that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. The following are examples of experience that may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, State, religious institution, business, or other archives, or in manuscript depositories; and (2) experience of an archival nature that involved research in archival science, or in a directly related field such as history, government, economics, political science, international relations, or international law; **OR**
- A master's degree or two full years of progressively higher level graduate education leading to such a degree that demonstrated the knowledge, skills, and abilities necessary to do the work of the position.

Note: You must submit copies (unofficial copies are sufficient) of **all** college transcripts at time of application to verify the education requirement is met. Graduates of foreign schools must have their academic credentials evaluated through a recognized credential evaluating institution. These documents must be received by the closing date of the announcement.

How You Will Be Evaluated: Based on the information you provide in your application package, we will assign you to one of three quality categories - Best Qualified, Well Qualified, or Qualified. Those applicants who are determined to be best qualified will be referred to the hiring manager for further consideration. Qualified veterans are placed ahead of nonveterans within each category.

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application and resume shows that you possess the knowledge, skills, and

abilities associated with this position as defined below. You **MUST** separately address each of the knowledge, skills, and abilities (KSAs) listed below in Step 3 and submit narrative KSA statements with your application package. Failure to address each KSA will result in non-consideration of your application.

Where and How to Apply:

Step 1 – Resume

All applicants must submit a resume. You may create your resume using the USAJOBS resume builder (www.usajobs.opm.gov), use the OF-612 (Optional Application for Federal Employment), or use another equivalent format. Regardless of the format you choose, you must include:

- a. Recruiting Bulletin number and the position title and grade.
- b. Personal Information: full name, mailing address, email address, contact information, and the last four digits of your Social Security Number;
- c. Education: High school name and date of diploma or GED, colleges/universities attended and major field(s) of study; total hours completed and total type of degree(s) and year received.
- d. Work Experience: Job title, hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year), salary, duties and accomplishments. Indicate whether your current supervisor may be contacted.
- e. Other Qualifications: Job related training courses, skills, certificates, licenses, honors, awards, and/or special accomplishments.

Step 2 – Supporting Documentation

- a. You must provide a copy (unofficial copies are sufficient) of **all** college transcripts to validate the basic education requirement is met and if qualifying based on education. **If you attended more than one college, you must submit transcripts from each.**
- b. Complete the attached Duty Location Preference Form indicating the duty location(s) for which you wish to be considered.
- c. All applicants are also asked to submit NARA Form 3035, Applicant Background Survey. This form is available at <http://www.archives.gov/careers/jobs/forms/>

Step 3 - Knowledge, Skills and Abilities (KSAs) Responses

In addressing your KSAs, you should discuss the experience, education, and accomplishments and provide examples explaining how often you use these skills, the type of tasks performed using the KSA, the complexity of the knowledge you possess, the level of the people you interacted with, whether the work was performed with the assistance of others or independently, etc. A well-written narrative statement provides you the opportunity to put your best foot forward by highlighting your strong points, which can help improve your chances for being

selected.

The KSAs required for this position are:

1. Knowledge of archival principles and techniques in order to make critical judgments in the analysis and processing of the collections including appraisal, declassification review, arrangement, description, preservation and reference of records in a variety of media.
2. Knowledge of the recent history of the United States, the Presidency and the Federal Government, and the organization and functions of the White House staff and the Executive Branch.
3. Knowledge of the laws, regulations and governing authorities affecting access to records such as experience with a donated collection, Federal or State records, or Presidential records or papers.
4. Ability to use, maintain, and/or develop electronic information and tools.
5. Ability to communicate effectively, orally and in writing.

Step 4 - Submit Application Package

We will accept applications via mail, hand-delivery, or fax. Applications must be received by the closing date of the announcement.

Mail to:	Hand-carry to:	Fax to:
NARA Human Resources Operations Branch (NAHO) Attn: Sharon Brown 9700 Page Avenue, Room 399 St. Louis, MO 63132	NARA Human Resources Services Division 8601 Adelphi Road, Room 1200 College Park, MD	314-801-0845 (Include your name and announcement number on all documents)

What To Expect Next: Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

Information for Veterans: Veterans receive preference in selection. If you are a veteran claiming preference, you must submit a copy of your DD 214, Certificate of Release or Discharge from Active Duty. In addition, if you are claiming 10-point veterans' preference, you must submit an SF-15, Application for 10-point Veterans' Preference plus the proof required by the form.

Additional Information:

- **Benefits:** As a career intern, you are eligible for the full range of Federal benefits. Learn more: <http://www.usajobs.opm.gov/ei61.asp>
- **Nature of Appointment:** This position is being filled under the Federal Career Intern Program (FCIP). FCIP is a two year excepted service appointment. The two years is

www.archives.gov/careers/jobs/fcip.

Contact Information: Contact Sharon Brown at (800) 827-4898 for additional information.

EEO Policy Statement: The NARA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement: The NARA provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the human resources specialist shown above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

DUTY LOCATION PREFERENCE FORM

Announcement #: FCIP-09-06

Position: Archivist, GS-1420-9

Please specify, in priority order, the duty location(s) for which you wish to be considered. You may select as many locations as you wish; you will only be considered for those that you have selected. **You should only select locations at which you would accept employment.**

_____ Jimmy Carter Library, Atlanta, GA

_____ Presidential Materials Staff, Washington, DC

_____ Richard Nixon Library, College Park, MD

Signature

Date