

This GS-12 *Resources Careers* position description requires classification and original signatures on an OF-8 by the servicing personnel office. The watermark indicates that the position description is the optional position description that fits the *Resources Careers* GS-12 general evaluation statement.

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Integrated Resources Program Manager
Interdisciplinary**

Historian, GS-170-12
Cultural Anthropologist, GS-190-12
Archeologist, GS-193-12
Biologist, GS-401-12
Landscape Architect, GS-807-12
Architect, GS-808-12
Museum Curator, GS-1015-12
Physical Scientist, GS-1301-12

Introduction

As resources manager for one or more parks, the incumbent serves as a senior principal advisor in the management of natural and cultural resources and is responsible for program development and implementation. Professional fields of study and expertise must be pertinent to the park's resources and themes and may include, but are not limited to, history, historic preservation, historical architecture, cultural landscape architecture, archeology, cultural anthropology, museum management, ecology, botany, wildlife management, hydrology, and physical sciences. The position will be filled from one of the occupational series pertinent to the park resources and themes.

Major Duties (80-100%)

Directs an intricate program of resources management activities that involve sensitive and complex issues that may impact a wide variety of park issues.

Represents the superintendent when working with others on resource stewardship issues. Develops and maintains effective working relations with Native Americans, other traditional associations, and related groups, agencies, and the public. Attends management and professional conferences and other events for the purposes of exchanging information and advocacy for park stewardship.

Prepares and coordinates the efforts of others in the preparation of resources management plan and specific actions plans pertaining to the management and protection of cultural and natural resources. An important aspect of this activity is the integration of natural and cultural program activities.

Represents park on NPS regional task groups or similar organizations. Makes presentations in the parks, in public gatherings, and at professional meetings.

Assists resources management staff in parks, centers, and support offices by providing direct professional and programmatic advice and support.

Carries out program management duties by developing work plans and schedules, scopes of work, cost estimates, and proposals and/or grants to justify funding requests and accomplish goals. May administer and track project funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

Develops and implements long range plans for the inventory, evaluation, documentation, preservation, research, and interpretation of the resources within the appropriate mission, objectives, and resources contexts.

Develops guidelines to deal with the more complex or unusual problems, or with novel, undeveloped or controversial aspects of natural and cultural resources and their management.

Coordinates park resources management programs with those on adjacent lands for the purposes of achieving broad protection strategies and preventing human impacts. Provides for public involvement, including Native Americans and other traditionally associated groups, in sensitive or potentially controversial resources issues and assures that park programs are well coordinated within both a local and regional context. Develops and maintains peer relationships with researchers, subject matter experts and resources managers of other agencies, cooperating universities, traditionally associated groups, and other such entities in order to encourage and facilitate cooperative regional strategies.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out resources stewardship goals.

Identifies research needs, prepares requests for proposals or statements of work, and provides oversight for research projects. Serves as a Contracting Officer's Technical Representative for projects conducted through contracts, interagency and cooperative agreements. Evaluates research results for management implications.

In cooperation with appropriate staff, researchers, and partners, the incumbent designs, develops, tests, and implements scientific monitoring protocols to identify, evaluate, and do long-term monitoring of ecosystem components. This includes conducting inventories to determine statistically valid plot distributions and design, and then implementing monitoring programs to assess status and trends. Writes new monitoring documents that define monitoring techniques and develops methods for future refinements of protocols.

Based on results of inventories, in-depth studies, and monitoring, the incumbent develops and conducts complex, scientifically credible preservation, mitigation,

stabilization, and restoration projects needed to restore and/or maintain resource integrity.

Collects, analyzes, and synthesizes scientific information from research; monitors resources management actions and other sources of information; and prepares reports for specific projects. Summarizes new and conventional information for use by scientists, managers, park staff, cooperators, and partners. Prepares information for the park education program.

Incorporates appropriate Geographic Information System (GIS) technology into job to provide comprehensive and scientifically sound answers to inquiries from managers and others. Uses automated methods for data collection, analysis or illustration. Inputs data into digital form and uses computer applications for data analysis, manipulation, and presentation.

Maintains liaison with the State Historic Preservation Officer, Natural Heritage Office, and traditionally associated groups. Conducts or coordinates the review of park projects to assure protection of natural and cultural resources and compliance with applicable federal laws.

Prepares environmental assessments (EA's) for park projects in compliance with the National Environmental Policy Act. Evaluates EA's and environmental impact statements prepared by other federal agencies for projects that may effect park resources.

May manage the museum collections. Coordinates documentation, preservation, protection, exhibition, and use of park collections, whether housed in the park or at an outside repository according to NPS guidelines. The museum program includes the four primary museum functions of research, collection, exhibits, and education.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 points

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

Professional knowledge of the park's natural and cultural resources, including, as appropriate but not limited to, history, archeology, historic structures, ethnology, cultural landscapes, natural and cultural museum collections, archives, botany, wildlife biology, ecology, hydrology, and physical sciences.

Extensive knowledge of federal and state laws and regulations relating to the preservation and protection of the natural and cultural resources, and NPS regulations, policies and guidelines regarding the management and monitoring of resources; in order to assure that program goals and objectives meet legal

requirements and reflect park and national priorities and policies.

Skill to plan and carry out complex, credible resources programs so that the resource stewardship needs are met in a cost effective, efficient, timely, and professional manner.

In-depth knowledge of program management and administration of budget, contracts, and personnel.

In-depth knowledge of principles and techniques associated with evaluating resources condition. This knowledge is needed to be able to determine which techniques should be used to acquire the desired information; and to develop new techniques and methods when careful analysis indicates that existing techniques are not satisfactory.

In-dept knowledge of professional data acquisition and analysis standards, methods, and recording techniques so that the incumbent can efficiently manage the collection and summation of data, and accomplish data analysis in a way that meets professionally acceptable standards.

Knowledge of NPS guidelines, procedures, and techniques required for the preservation, protection, exhibition, storage, cataloging, and research of natural and cultural specimens in order to insure that they are adequately preserved, properly incorporated into the museum collections, and effectively used.

Knowledge of computer hardware, software, and application so that information can be effectively stored, processed, summarized, and reports generated.

Skill in oral and written communication in order to insure that plans are well written and easily understood; scientific reports and journal articles are of high scientific credibility; pertinent information is shared effectively with others; and oral presentations are well designed, informative, and clearly convey the intended message.

Factor 2. Supervisory Controls Level 2-4; 450 points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent independently plans, designs, implements, and oversees the program with a minimum of direct supervision. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. The incumbent keeps the supervisor informed of progress, potentially controversial problems, and concerns, issues or other matters having far-reaching implications.

The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work. Work produced is considered technically correct and is normally accepted without significant change.

Factor 3. Guidelines Level 3-4; 450 points

Guidelines include regulations, policies, practices, written professional protocols, plans, procedures and any additional directions given and defined by the supervisor. Policies and precedents are applicable but are stated in general terms; guidelines are scarce or of limited use. Guidelines are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped or controversial aspects of resources management encountered at the field level. These kinds of situations occur when precedents or guides point toward conflicting decisions; recent court decisions or legislation may appear to require a technical decision at variance with existing guides; or there may be relatively few precedents or guides which are pertinent to specific methods; or proven methods are incomplete. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.

Factor 4 Complexity Level 4-5; 325 points

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Resources issues are often publicly controversial and require substantial initiative and skill in building consensus and obtaining public and cooperating agency support. The design, testing, implementation, and analysis of identification, evaluation, preservation, monitoring and mitigation programs is a very complex and highly scientific endeavor. Duties frequently require the evaluation of alternative methods and competing priorities to determine the best approach to program and project development. Factors and conditions differ according to the tasks and procedures being completed and phase of work being done. In some cases the development of techniques and methods requires professional investigation that is usually described as being research.

In addition to mastering identification, evaluation, preservation, and related mitigation and monitoring technology, the incumbent is required to perform analysis of information. The incumbent must apply strict quality control measures to assure credibility of findings.

Assignments involve sensitive and complex issues that require solving problems concerned with novel, undeveloped or controversial aspects. The problems are

difficult due to the abstract nature of the concepts, or the existence of serious conflicts among scientific requirements, program direction, and administrative requirements. These conditions create major areas of uncertainty in the decision-making process. Information collected must be reorganized, interpreted, and presented to reflect supportable hypotheses and themes. The incumbent must be able to examine separate subject areas to draw upon research and sources of several disciplines.

The incumbent must be especially versatile and innovative in order to recognize new approaches, devise new or improved techniques or strategies for obtaining effective results, or anticipate future trends and requirements. The person must be able to (1) exercise good professional judgement in ensuring the appropriate consideration of resources in the overall picture of park operations, development, interpretation, and resources management, (2) identify resources, evaluate their significance, develop management options that take into account all levels and areas of concern, and (3) prepare plans to preserve, conserve, mitigate impacts, and manage the resources.

Factor 5. Scope and Effect Level 5-4; 225 points

The purpose of the work is to develop and implement plans and strategies to protect resources and resolve problems with solutions that achieve objectives. The successful accomplishment of the duties of this position provides the professional foundation of the resources stewardship program. The work involves establishing criteria, formulating projects, assessing program effectiveness or investigating or analyzing a variety of unusual conditions, problems or questions. The product or service affects a wide range of agency activities, major activities or issues, or the operation of other agencies or entities. Management strategies developed and conducted by the incumbent are essential to maintaining the resources. Information gained through research, inventory, and monitoring provide the scholarly and professionally credible basis for all resources management decisions; thereby, directly affecting the current and future integrity of the resources.

The work influences the effectiveness or acceptability of agency goals and programs, especially as they relate to state officials, Native American organizations and other traditionally associated groups, and program managers or specialists in outside agencies. Programs carried out by the incumbent directly effect the preservation of resources.

Factor 6. Personal Contacts Level 6-3; 60 points

Contacts are made with park managers and staff, resources managers and subject matter experts of other federal and state agencies, researchers and other members of the preservation and scientific communities, science and management staffs of other parks, regional, support or center officer, non-government historic/cultural preservation organizations, traditionally associated groups, the media, and the general public. Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of the contacts are to provide professional advice to managers and other

staff to influence management decisions; to exchange information; to provide instruction or services; to coordinate and advise on mutual work efforts and research; to insure compliance with laws and regulations; to train; to procure supplies and materials; and to secure cooperation for park programs from other agencies, individuals or interest groups.

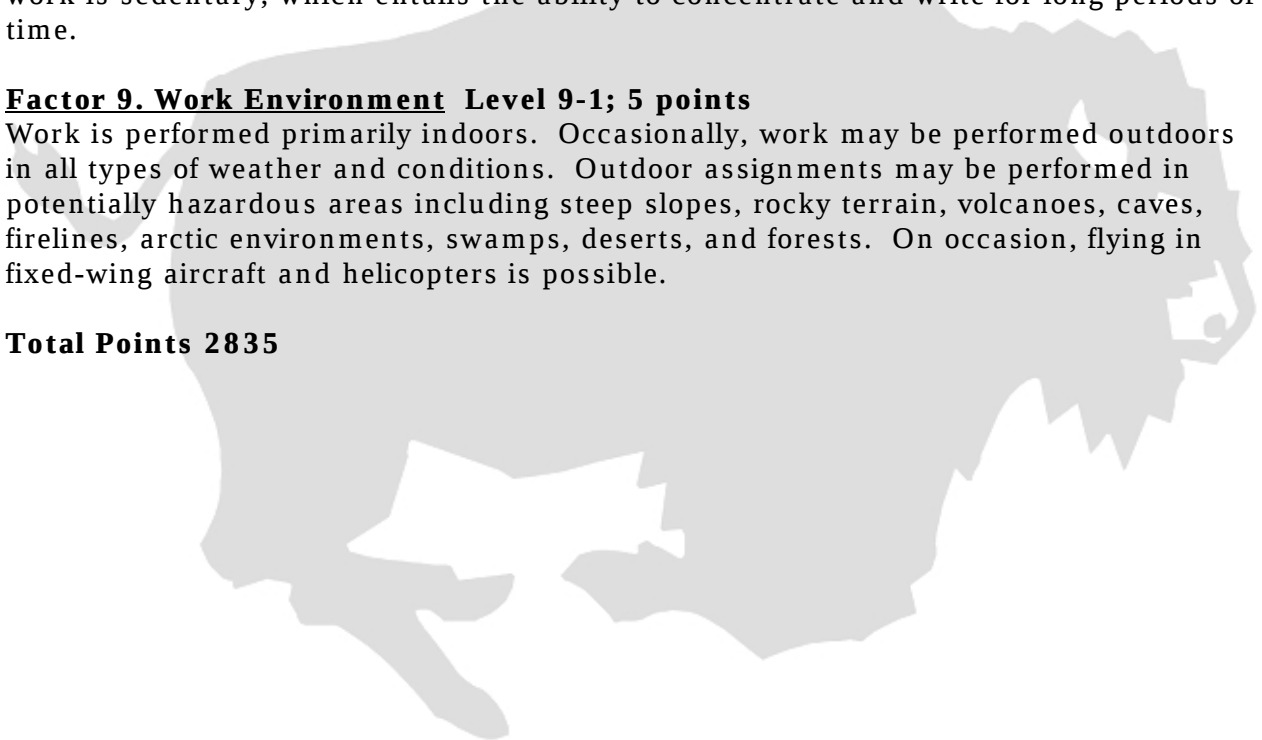
Factor 8. Physical Demands Level 8-2; 20 points

The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of time.

Factor 9. Work Environment Level 9-1; 5 points

Work is performed primarily indoors. Occasionally, work may be performed outdoors in all types of weather and conditions. Outdoor assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, firelines, arctic environments, swamps, deserts, and forests. On occasion, flying in fixed-wing aircraft and helicopters is possible.

Total Points 2835



Resources Careers