

# U.S. National Arboretum

## National Bonsai and Penjing Museum Curator Position

**Interdisciplinary: Horticulturist/Museum Specialist (Curator)**  
**GS-09/11** (GS-09: \$48,108 to \$62,546; GS-11: \$58,206 to \$75,669)

**Vacancy Announcement No.: ARS-X8E-0168**  
**Announcement closes: July 7, 2008**

The U. S. Department of Agriculture (USDA), Agricultural Research Service (ARS), is seeking a permanent, full-time CURATOR for the National Bonsai and Penjing Museum, located at the U.S. National Arboretum in Washington, D.C. The successful candidate will have responsibility for the development and maintenance of a premier collection of bonsai, penjing, viewing stones, and related art forms and artifacts, as well as Museum infrastructure in which these items are displayed.

For the complete vacancy announcement, and application information and instructions, you may print a copy of the vacancy announcement from the ARS Careers Website at [www.ars.usda.gov/careers](http://www.ars.usda.gov/careers), locate announcement numbers [ARS-X8E-0168](#), and follow the application directions provided. A copy of the job announcement is attached (as of June 18, 2008).

For additional information concerning this position please contact:

Laverne Blackwell  
Phone: 301-504-1335  
Email: [laverne.blackwell@ars.usda.gov](mailto:laverne.blackwell@ars.usda.gov)

Applications must be received or postmarked by **Monday, July 7, 2008**.

U.S. citizenship is required.  
USDA/ARS is an equal opportunity employer and provider.

**Selective Service System:** Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**EEO Policy Statement:** The United States Government 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.



U.S. National Arboretum



Department: Department Of Agriculture

Agency: Agricultural Research Service

Sub Agency: U.S. National Museum

Job Announcement Number:

ARS-X8E-0168

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## Overview

### Horticulturist/Museum Specialist

**Salary Range:** 48,108.00 - 75,669.00 USD per year  
GS-09: \$48,108 to 62,546; GS-11: \$58,206 to \$75,669

**Series & Grade:** GS-1016,0437-09/11

**Promotion Potential:** 11

**Who May Be Considered:**

Applications will be accepted from United States citizens.

**Job Summary:**

Find Solutions to Agricultural Problems that Affect Americans Every Day, From Field to Table

The incumbent serves as the manager and curator of the National Bonsai and Penjing Museum at the U.S. National Arboretum (USNA). An important part of the USNA's educational mission is the maintenance, development and research of the assigned collections, and to present all phases of the ornamental horticulture to public, academic and commercial audiences.

Your U.S. citizenship must be verified prior to entrance on duty.

**Open Period:** Wednesday, June 11, 2008  
to Monday, July 07, 2008

**Position Information:** Full-Time Permanent

**Duty Locations:** 1 vacancy - Washington, DC

## Duties

**Major Duties:**

The incumbent serves as the curator of the National Bonsai and Penjing Museum at the U.S. National Arboretum (USNA) and performs curatorial and horticultural work in order to maintain, enhance, develop, and promote the use of these collections. The incumbent is responsible for the specialized horticultural and design techniques required to grow and display the assigned collections, and the gardens in which they are displayed. The incumbent's duties include:

- monitoring growing conditions for bonsai and penjing, and adjusting growing environments as well as other parameters as required;

- evaluating the status of bonsai and penjing specimens to preserve the original intent in styling and development of each piece;

- watering, pruning, fertilizing and propagating plants and observing specialized, detailed plant growth characteristics;

- working closely with the Education and Visitor Services in developing and coordinating public programs and exhibits as they relate to the incumbent's expertise and in developing interpretive materials for the

collections;

- developing and maintaining proper curatorial practices including complete inventories of all plants in the designated collections, and schedules for repotting, fertilization, and pruning;
- preparing written materials on bonsai, penjing and related art forms;
- documenting collection with digital images; and
- teaching classes, leading tours, presenting workshops, and leading other educational activities.

#### Qualifications and Evaluation

##### **Qualifications:**

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

##### **Basic Requirements:**

##### **Museum Specialist, GS-1016**

**GS-09: One (1) year of specialized experience equivalent to at least a GS-07 level in the Federal service or two (2) years of progressively higher level graduate education or master's, or equivalent master's degree. Related course work is required. Related fields of study include art, history, museum studies, scientific subjects, or other courses related to this position.**

**GS-11: One (1) year of specialized experience equivalent to at least a GS-09 level in the Federal service.**

The candidate must demonstrate experience related to the operation or management of a museum or similar collection of valuable objects. Examples of qualifying specialized experience may include collections management, registration, cataloging, research, preservation, restoration, or conservation of collections of museum material.

##### **Horticulturist, GS-0437**

This position has a positive education requirement. You must submit a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

**You must meet either A or B as described below:**

##### **Basic Requirements:**

- A. Degree: horticulture; or a related discipline of basic plant science that included at least 30 semester hours in the basic plant sciences, of which at least 16 semester hours were in horticultural subjects such as those dealing with the breeding, care, management, production, and post harvest handling of horticultural crops.**

OR

- B. Combination of education and experience--courses equivalent to a major in horticulture or a related discipline of basic plant science that included course work as shown in A above, plus appropriate experience or additional education.**

**Evaluation of Education:** Courses in botany, plant physiology, plant taxonomy, plant pathology, genetics, agronomy, horticulture, and similar courses may be used to meet the 30-semester-hour requirement in basic plant sciences.

**Additional Requirements:**

**GS-09:** One (1) year of specialized experience equivalent to at least a GS-07 level in the Federal service or two (2) years of progressively higher level graduate education or master's, or equivalent master's degree.

**GS-11:** One (1) year of specialized experience equivalent to at least a GS-09 level in the Federal service or three full years of progressively higher level graduate education, Ph.D., or equivalent doctoral degree.

**Specialized Experience is** experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Skill in training and styling bonsai and penjing without compromising the original design intent.
2. Knowledge of security issues related to valuable objects.
3. Ability to assemble exhibits and displays of bonsai, penjing, and related art forms.
4. Ability to communicate effectively, orally and in writing.

**Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.**

**Education:**

If qualifying all or in part based on your education, you must submit a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grade point average or class ranking to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

Education in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

**How You Will Be Evaluated:**

You will be evaluated to determine if you meet the basic and any additional requirements. The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, click on 'How to Apply,' then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: [www.ars.usda.gov/careers](http://www.ars.usda.gov/careers), click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

#### Benefits and Other Information

##### **Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

##### **Other Information:**

##### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Veterans Employment Opportunities Act of 1998 (VEOA):** Qualified candidates eligible under the Veterans Employment Opportunities Act (VEOA), a special hiring authority, will be considered. VEOA eligibles are preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of active service. Veterans who are released under honorable conditions shortly before completing a 3-year tour are also eligible.

##### **Creditable Service:**

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

##### **USDA CTAP/ICTAP or Federal Displaced Employees:**

Applicants requesting consideration under the CTAP or ICTAP programs must submit documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

##### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-

412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

**Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

**False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

**Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**ARS Reasonable Accommodation Contact Information:**

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

**How to Apply****How To Apply:**

Mail your applications so it will be postmarked by closing date. If hand delivered, be sure your application is received by closing date.

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.**

**APPLICATION PACKAGE CHECKLIST**

\_\_\_ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

\_\_\_ Announcement number, title, and grade(s) of the position

\_\_\_ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

\_\_\_ Statement that you are a U.S. citizen (if not using the OF-612)

\_\_\_ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference) (Visit the following web site for additional information:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>

SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

Paid and non-paid work experience related to the position. For each period of work experience include:

Job title

Series/grade (if Federal employment)

Duties and accomplishments

Employer's name and address

Supervisor's name and contact information

Starting and ending dates of employment (at least month/year)

Number of hours worked per week

Salary

Indicate if we may contact current supervisor/employer

Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

Certificates/licenses (current)

Honors, awards, and special accomplishments

Supplemental questionnaire if applicable  
(usually for Federal Wage System positions - WG, WL, WS)

Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

Copy of most recent performance appraisal (if you are a current federal employee)

Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp))

Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

\_\_\_ Self-certification of typing speed (if required as a basic qualification for the position)

\_\_\_ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.usajobs.gov/infocenter/>.

Please indicate the lowest grade or salary you are willing to accept. If not indicated, we will only consider you at the highest grade for which you qualify.

If education is used to qualify for this position, please include sufficient information in your resume so you can be evaluated. You may mail a list of college courses that includes hours and grades to provide detail.

**Contact Information:**

Laverne Blackwell  
Phone: 301-504-1335  
Fax: 301-504-1535  
TDD: 202-855-1234  
Email: SCIRECRUIT@ARS.USDA.GOV

Or write:

Department Of Agriculture  
USDA-REE-ARS-HRD/Announcement #Ars-X8E-0168  
5601 Sunnyside Avenue, Stop #5104  
Beltsville, MD 20705-5104  
E-Mail: SCIRECRUIT@ARS.USDA.GOV  
Fax: 301-504-1535

**What To Expect Next:**

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

**EEO Policy Statement**

The United States Government 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**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Veterans Information**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The [Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

#### Legal and Regulatory Guidance

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

**Privacy Act** - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

[CLOSE](#)[PRINT](#)[Send Mail](#)**Send Mail to:**

Department Of Agriculture  
USDA-REE-ARS-HRD/Announcement #Ars-X8E-0168  
5601 Sunnyside Avenue, Stop #5104  
Beltsville, MD 20705-5104  
E-Mail: [SCIRECRUIT@ARS.USDA.GOV](mailto:SCIRECRUIT@ARS.USDA.GOV)  
Fax: 301-504-1535

[Questions?](#)**For questions about this job:**

Laverne Blackwell  
Phone: 301-504-1335

Fax: 301-504-1535  
TDD: 202-855-1234  
Email: SCIRECRUIT@ARS.USDA.GOV

**USAJOBS Control Number:** 1245403

