



Department: **Department Of Agriculture**
 Agency: **Agricultural Research Service**
 Sub Agency: **U.S. National Arboretum, Garden's Unit**

Job Announcement Number:
ARS-X6E-0085



Overview

Museum Specialist (Bonsai/Penjing)

Salary Range: 36,671.00 - 58,318.00 USD per year
 Salary Range: GS-7: \$36,671 - \$47,669 GS-9: \$44,856 - \$58,318 per year

Open Period: Monday, January 30, 2006
 to Monday, February 27, 2006

Series & Grade: GS-1016-07/09

Position Information: Full-Time Permanent

Promotion Potential: GS-9

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

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

You must include a statement in your application that you are a U.S. citizen.

The U.S. National Arboretum is seeking to fill a Museum Specialist position to assist with the National Bonsai and Penjing Museum. The museum is a priceless and diverse collection of artistically trained living plants and Asian art objects, some of which are more than 350 years old.

Duties

Major Duties:

The incumbent assists the curator of the National Bonsai and Penjing Museum in maintaining and developing bonsai and penjing. This includes:

- assisting with specialized horticultural and design techniques required to grow and display the assigned collections and the gardens in which they are displayed. (includes watering, pruning, fertilizing, and propagating of plant material and observing specialized, detailed plant growth characteristics.);
- evaluating, photographing, and keeping records on plants in the collection;
- working closely with the Arboretum's Integrated Pest Management Program to anticipate, prevent, or control insect and disease problems;
- monitoring growing conditions for bonsai and penjing and adjusts growing environments and other parameters as needed;

- monitoring security for bonsai, penjing, and related art forms in the museum's collections;
- evaluating the health and aesthetic value of bonsai and penjing specimens and recommends actions to the curator to improve the health of specimens;
- providing technical supervision for volunteers in the National Bonsai and Penjing Museum.

Working Conditions and Other Considerations: The incumbent will be required to apply pesticides. He/she will be registered when first employed and will be required to become certified within 18 months of state of employment.

Qualifications and Evaluation

Qualifications:

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

Basic Requirements:

GS-7: To qualify for this level you must have one year of specialized experience related to the work of this position and equivalent to at least the GS-5 level in the federal service. Alternatively, you may qualify on the basis of 1 full year of graduate level education directly related to the duties of this position. A major and/or coursework in the fine and decorative arts, art history, museum studies, and/or horticulture, or an appropriate combination of all of these subject areas is required. Other course work may be considered towards meeting this requirement if sufficiently related to bonsai and/or penjing and associated artifacts or to museum work. Appropriate combinations of education and experience may also be considered qualifying for this level.

GS-9: To qualify for this level, you must have one year of specialized experience related to the work of this position and equivalent to at least the GS-7 level in the federal service. Alternatively, you may qualify on the basis of 2 full academic years of graduate level education directly related to this position OR on the basis of superior academic achievement. For more information about superior academic achievement eligibility requirements, visit the Office of Personnel Management page located at <http://www.opm.gov/qualifications/SEC-II/s2-e5.htm>. Appropriate combinations of graduate education and experience may also be considered qualifying for this level.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Education completed 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.

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

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. Knowledge of horticultural practices as they relate to the care and training of bonsai or penjing.

2. Skill in the training and styling of bonsai or penjing without compromising the original design intent.
3. Skill in keeping detailed and accurate records regarding fertilization, pesticide application, and/or daily care of plants.

Selective Factor(s) - In order to be considered minimally qualified, you must also possess the following:

1. Ability to deliver interpretive and/or educational materials related to bonsai and/or penjing.

How You Will Be Evaluated:

You will be evaluated to determine if you meet eligibility and minimum qualifications required, and on the extent to which your application shows that you possess the knowledge, skills, and abilities (KSAs) associated with this position as defined above under 'Specialized Experience.' 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 www.ars.usda.gov/careers and click on 'What are those KSAs anyway?'

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.

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>.

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.

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.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees 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 placement 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. Applicants 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, to verify reassignment eligibility.

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:**

Applications may be mailed, faxed, or e-mailed to the appropriate address and/or facsimile number, but they must be **postmarked** by 11:59 p.m. Eastern Standard Time on the closing date.

If sending your application as an attachment to an email, do not send zipped files. They will be removed in accordance with standard electronic security procedures.

If hand delivered, be sure your application is received in the Human Resources Division on or before 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)

Social security number

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

__ 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.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Contact Information:

Tricia Higgins
Phone: 301-504-1393
Fax: 301-504-1535
TDD: 202-855-1234
Internet: SCIRECRUIT@ARS.USDA.GOV

Or write:

Department Of Agriculture
USDA-REE-ARS-HRD/Announcement #ARS-X6E-0085
5601 Sunnyside Avenue, Stop #5104
Beltsville, MD 20705-5104
US
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-X6E-0085
5601 Sunnyside Avenue, Stop #5104
Beltsville, MD 20705-5104
US
Fax: 301-504-1535



Questions?

For questions about this job:

Tricia Higgins
Phone: 301-504-1393
Fax: 301-504-1535
TDD: 202-855-1234
Internet:
SCIRECRUIT@ARS.USDA.GOV

USAJOBS Control Number: 583565

