Alaska BioMap, Inc. is recruiting one full-time, independent subcontractor to work as a **Planning Technical Specialist** with the National Park Service (NPS), Denver Service Center (DSC) in support of the DCS Planning Division. The DSC Planning Division’s main responsibilities are to provide parks and the service with a wide range of planning products (e.g., general management plans, wilderness plans, and special resource studies) and a variety of graphic materials that support these planning efforts (e.g., document covers and dividers, brochures, maps, posters, and logos) The Division also provides electronic documents for various digital use, including use on the Planning, Environment and Public Comment web site. The Division’s team of approximately 60 professionals works with parks and regional staff to meet the unique needs of every location in the national park system. Work will be performed in the NPS building, 12795 W. Alameda Parkway in Lakewood, Colorado.

**Period of Performance and Compensation:**
Oct. 1, 2019 to Sept. 30, 2020 (extension possible through Sept. 2022 based on funding & performance)
Hourly rate commensurate with qualifications and experience

**How to Apply:**
Proficiency in the Microsoft Office software suite, including Microsoft Word and Excel.
- Prepare a single PDF document that includes:
  1) A 1-page cover letter that should specify the position to which you are applying, your earliest available start date, and your level of knowledge, skills, abilities, and experience as they pertain to the key responsibilities and desired strengths of the position.
  2) A 2-3 page resume targeted specifically towards the duties and qualifications of the job.
  3) Phone and email contact information for at least 2 references who can provide a knowledgeable assessment of your job-specific qualifications.
- Name the PDF in the format of Lastname-Firstname_Application_NPS-Planning-2019.
- Send the PDF to jobs@akbiomap.com with NPS-Planning-2019 in the subject line.
- Applications should be received no later than Tuesday, 13 August at 9 am AKDT for consideration.
- For additional information, email info@akbiomap.com or call (907) 321-2908.

**Qualifications:**
- Bachelor’s degree in resource management, environmental science, recreation management, planning, landscape architecture, economics, political science, or related fields
- Strong written & verbal communication skills
- Strong collaboration skills working with teams
- Ability to function independently
- Positive attitude & a willingness to learn
- Proficiency in the Microsoft Office software suite, including Microsoft, Word, and Excel
- Thorough knowledge of personal computer systems (PC and/or Macintosh)
- Professional work experience related to various phases of planning
- Knowledge not required, but desired:
  - Experience in CAD, Adobe Creative Suite, & ArcGIS
  - Working knowledge of planning products & planning principles, concepts, methodologies, rules, & regulations
  - Proficiency in Google G Suite – Gmail, Docs, Sheets, Drive, Calendar
  - Proficiency in Microsoft Office Project
  - Mid-career experience
Performance Requirements:

- Assist with internal and public scoping.
- Gather and synthesize background materials for planning projects.
- Analyze technical information to support planning and compliance processes, ranging from a wide range of data and information including analysis of natural and cultural resources, land uses, demographics, outdoor recreation trends, and socioeconomic factors.
- Write sections of planning documents and plans like strategic plans, environmental assessments (EAs), and environmental impact statements (EISs), etc.
- Prepare meeting minutes for project-related conference calls and workshops.
- Code and analyze public comments.
- Prepare materials for workshops and public meetings.
- Prepare mailings.
- Manage databases and spreadsheets.
- Assist with project management related tasks, which could include developing scope, schedule, and budget.
- Assist with product development and improvement of processes.
- Perform filing/administrative record-keeping.
- Organize planning libraries (physical and on network drives).
- Transcribe flip chart notes from meetings and workshops.
- Prepare documents to ensure all resource compliance and other regulatory mandates are met; may prepare National Environmental Policy Act (NEPA) documents.
- Work on projects with the administrative direction of the DSC Technical Branch chief. The branch chief will provide mainly broad objectives and guidance on agency priorities, deadlines, and controversial matters/problem areas that may affect certain projects. The incumbent will have the responsibility for 1) accomplishing project priorities and deadlines in consultation with the requester and branch chief, 2) planning and carrying out assignments, and 3) employing initiative, originality, and flexibility in the preparation of documents/products.
- Work independently or with minimal technical support.
- Develop specific ideas on the organization and approach of a task in consultation with the client/project manager, and work cooperatively with other team members.
- Complete products satisfactorily and on time. Completed work may be reviewed by project managers for content and effectiveness in meeting the overall work objectives.