



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Riverside Indian School
101 Riverside Drive
Anadarko, OK 73005



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Recreation Specialist , CY-1702-03 (1 POSITION)

POSITION INFORMATION: School Year Contract (Full-Time)

SALARY RANGE: \$19.49 TO \$31.00 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of Interior, Indian Affairs, Bureau of Indian Education,
Oklahoma Area Education Office, Riverside Indian School, Anadarko,
Oklahoma

ANNOUNCEMENT NUMBER: RIS-16-005

ISSUING DATE: 05/03/2017

CLOSING DATE: Open Until Filled

CONSIDERATION AREA: Bureau Wide

Applications and all accompanying documents must be received by the close of business (5:00 p.m. CST) on the closing date of the announcement.

For VERIFICATION of our receipt of your application-resume, please contact:
Amy Sahmaunt or Amanda Sanders at (405) 247-6670, Ext. 224 or 287.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

STATEMENT OF DUTIES:

Recreation Specialist will plan, supervise, administer, and carry out or evaluate recreation programs designed to stimulate and sustain the interest of participants and contribute to their physical, creative, and social development. The Recreation Specialist will have a thorough knowledge of the goals, principles, methods, and techniques of recreation, and a good understanding of the interests and motivations of individuals and groups.

NOTE: THIS POSITION WILL REQUIRE AN ALTERNATE WORK SCHEDULE

SUMMARY OF QUALIFICATIONS REQUIRED:

Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements. Applicants must meet the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Pay Level: 03
Education: BS/BA or
Experience: 3 Years
*A,B,C

- A. A full 4-year course in an accredited college or university with major study appropriate to the field of recreation, physical education or therapeutic recreation. Applicants whose major field of study is Physical Education/Recreation may qualify for assignment to a position in one of the specializations on the basis of 15 semester hours of appropriate course work; **OR**
- B. Three years of experience in which the candidate has demonstrated a knowledge of the goals, principles, methods and techniques of education and an understanding of the interests and motivations of individuals and groups equivalent to that which would have been gained in community, industrial, therapeutic or other recreation programs, such as those sponsored by national youth organizations; **OR**
- C. Any equivalent combination of A and B above, provided each year of education has included at least 6 semester hours appropriate to the field of recreation or to the specialization in which the position is classified. Appropriate education may be substituted for experience on the basis of 1 year of academic study for 9 months of experience.

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for one full consecutive contract appointment.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants **MUST** submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing **IS NOT** available.
- Relocation Expenses **WILL NOT** be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND WILL NOT accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will **NOT be accepted.**

HOW TO APPLY: It is to your advantage to read the 'HOW TO APPLY' section of the OF-612, Application for Federal Employment, which contains guidance on the information that **MUST BE** included in your narrative application or resume to ensure your optimum consideration. The following forms must be submitted in order to have a complete application (**preferably in the following order and list only which statement applies to advertised position**)

1. Applicants may file using a resume or any other written format of the applicant's choice. In addition to resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates (Mth/Yr), Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date, available at <http://www.opm.gov/forms/html/of.asp>.
2. Copy of College Transcript is required for verification/documentation (If selected, applicant must provide Official College Transcripts)
3. Form BIA 3100, Employee Performance Appraisal Plan
4. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
5. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position.
7. Complete names and telephone numbers of three (3) former employers and three (3) personal references. List people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.

SCHOOL MAILING ADDRESS:

Bureau of Indian Education
Riverside Indian School
101 Riverside Drive
Anadarko, OK 73005

FOR ADDITIONAL INFORMATION:

CONTACT: Amanda Sanders or
Amy Sahmaunt

TELEPHONE: (405) 247-6670, Ext. 287 or 224.

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(please print)

Job Title: Recreation Specialist Announcement No: RIS-16-005

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date