



SCIENTISTS IN PARKS

POSITION DESCRIPTION WINTER 2021

NPS UNIT: GEOLOGIC RESOURCES DIVISION	PD #: 2021449
<p>Position Title: Data Management Assistant Number of positions available: 1 Primary natural resource discipline: Physical Sciences Position keywords: data management, GIS, geoscience, data visualization Location: Lakewood, Colorado Can this position be fully remote: No</p>	
COVID-19 NOTICE	
<p>As the COVID-19 pandemic continues to change and evolve, project timelines and structure remain flexible and it may be necessary to postpone start dates, begin work remotely, or reformulate the project’s description. Should any development in the COVID-19 outbreak impair a project’s timeline or results, the SIP Team will work with the park and project mentors to assess the situation and determine the best course of action at that time.</p>	
POSITION DESCRIPTION AND WORK PRODUCTS	
<p>Position Description: The National Park Service (NPS) Geologic Resources Division (GRD) is a national-level office located near Denver, Colorado. GRD provides technical and policy assistance, as well as data and information, to NPS decision makers, partners, and the public regarding the scope, significance, and management of geologic heritage features, active processes, geologic hazards, energy and mineral development, and abandoned mineral lands across the service. The division maintains expertise in the following programs:</p> <ul style="list-style-type: none"> Coastal geology Geomorphology Geologic Hazards Abandoned Mineral Lands Internal and external conventional and renewable energy development Mining Paleontology Caves and karst Geologic features Geologic and soil resources inventories Outreach and Jr. Ranger programs Planning support <p>Science internships GRD maintains widely disparate data sets and information across our programs and currently lacks a central way of tracking what information is available for parks or synthesize data across programs for individual parks, groups of parks, or on a servicewide scale. Data are maintained in hard copy records, network drive and local hard drive digital data, photographs, published and unpublished reports, spreadsheets, databases, and spatial data. Each program maintains their own data and information but currently there is no easy, centralized way to assess and access what data is available in those different programs to respond to requests that span multiple program areas.</p>	

This project will facilitate more rapid and more comprehensive responses to park requests for assistance by increasing standardization of, and division access to, the depth and breadth of data and information produced by, or managed by, the Division.

To accomplish that goal, this position supports a 52 week internship to provide data management support and expertise to update a now out-of-date data management summary document for the division; develop draft data management suggestions for each program in the division; develop data "dashboards", databases, tracking spreadsheets, or synthesized GIS data for a subset of projects or programs; and update metadata, Integrated Resource Management Applications (IRMA) record profiles, internal and public facing websites, file naming conventions, and other data products or processes.

This deliverables and work products of this position will have a pronounced and immediate positive impact on the efficiency with which the division can respond to natural resource management needs of parks, regions, and offices. GRD has long needed assistance with data management, synthesis, delivery, and visualization across our programs and this position provides critical capacity toward addressing those needs.

GRD staff possess a diverse suite of background in multiple geosciences, technical writing and editing, law, policy, and federal regulations. However the division lacks expertise with data management in those areas. Therefore this position would be able to provide that critical capacity to standardize our data management.

Because the division addresses natural resource challenges of many kinds parks across the NPS, there is a strong need to assess and access available data and information to ensure an efficient and robust response without wondering if critical information sources were overlooked or requiring folks to check in with individual program leads prior to responding to inquiries.

This position is offered through the National Park Service's Scientists in Parks (SIP) Program in partnership with Stewards Individual Placement Program (Stewards) and The Geological Society of America (GSA).

Work Products:

Assess current data management methods and recommendations for improving database structures and digital file organization on a range of platforms

Work with each program lead or team to develop program-specific recommendations, as well as division-wide recommendations.

File and organize digital records, photos, and publications into NPS supported database(s), SharePoint sites, or network drives.

Collate data and information from disparate locations into database(s), including extant databases, such as the Integrated Resource Management Applications (IRMA) portal, or create/recommend GRD-specific data tracking tools.

Develop data "dashboards", databases, tracking spreadsheets, or synthesized GIS data for a subset of projects or programs.

Assist scanning hardcopy materials for incorporation into digital archives.

Suggest standardization of file naming conventions for digital records, photos, and publications;

Review and update "NPS Paleontology Archives & Library" finding aid

Organize and update National Fossil Day files and partner tracking spreadsheet

Assist searching for publications, photographs, data, information and other documents needed to support technical assistance requests, research requests, and data needs within or external to the division

Organize imagery and associated data from photogrammetry projects into standardized settings to facilitate upload to IRMA.

QUALIFICATIONS

The ideal candidate possesses an undergraduate or graduate degree in Decision and Information Sciences, Informatics, Geographic Information Systems (GIS) or related fields, or is currently enrolled in accredited college in a relevant fields. Experience with database design is needed. Interest in the geosciences is preferred but not required. Computer skills should include Microsoft Office Suite, including proficiency with MS Access or other database/file management programs, Adobe Acrobat, and GIS software such as ESRI ArcMap. Familiarity with SharePoint or content management system-based websites is a plus. Applicants should have technical and non-technical writing and editing, project management, teamwork, and excellent organizational skills. Applicants should be able to work well in both small team and individual settings.

The applicant must be a U.S. citizen or U.S. permanent legal resident (“green-card-holder”) between the ages of 18 and 30 years old, inclusive, or veterans up to age 35. Prior to starting this position, a government security background clearance will be required.

VEHICLE AND DRIVER LICENSE REQUIREMENTS

Applicant will not need to drive a government vehicle.

A personal vehicle is REQUIRED for this position.

If the SIP is required to drive a park vehicle for their position, Stewards will perform a driving records search, and the SIP’s ability to drive a park vehicle during work hours will be contingent upon the results. SIPs will have to have had their license for 3 years or be over the age of 21 to be insured as drivers under Stewards insurance policy. Examples of things that will preclude a SIP from driving a park vehicle include: SIP under the age of 21 years old that has been licensed less than three years, DUIs, multiple moving vehicle violations, suspended or revoked license, or three or more accidents (regardless of fault) in the last 3 years. If the driver’s search is favorable, Stewards will provide driver’s liability insurance while the intern is driving a NPS vehicle for their SIP position. If the SIP is denied coverage by Stewards, they will not be permitted to drive during work hours.

HOUSING

Park housing is NOT available. The intern will be responsible for finding housing in the nearby area. The Denver-metro housing market is extremely competitive with very low vacancy rates. As such, average monthly rents range from \$1100 for studio apartments to \$1500 for one-bedroom apartments. Shared housing or room rentals are a somewhat more affordable option. Candidates that already live in the Denver area are encouraged to apply. GRD can advise the selected candidate regarding housing opportunities and neighborhoods as needed.

NATURAL AND PHYSICAL WORK ENVIRONMENT

The position is based in an suburban office park in Lakewood, Colorado, southwest of Denver. The Geologic Resources Division has approximately 25 federal employees, interns, contractors, and research associates. The participant will work 40 hours/week primarily Monday through Friday. Depending on applicant qualifications and needs, a flexible work schedule and telework may be possible. Workspace, computer, and necessary software and other equipment will be provided. Participation in outreach events (with other GRD staff) off-site and outside of normal business hours is possible as is travel to conferences, workshops, or NPS areas based on interest and availability.

The office is accessible via bike along the Bear Creek Trail and neighborhood streets. The Regional Transportation District (RTD) provides public transportation access via bus route 76. Downtown Denver is approximately 10 miles from the office. The "Mile High City" anchors a metropolitan area with nearly 3 million residents. As such the Denver area has all "big city" amenities from restaurants and bars to nightlife, museums, and cultural institutions. It is an international air travel hub. In addition to extensive city parks and open space, outdoor recreation opportunities abound with 300 days of sunshine a year. Two NPS areas—Rocky Mountain National Park and Florissant Fossil Beds National Monument—are within 2 hour drive. National forests, wildlife refuges, and state parks are even closer.

INTERNSHIP DATES

Start Date: 1/10/2022

Number of Weeks: 52

Flexible Start Date: Yes

LIVING ALLOWANCE

52 Weeks (\$525/week = \$27,300)

RELOCATION ALLOWANCE

\$350 (Mainland Only)

AMERICORPS PROGRAM



AmeriCorps

AmeriCorps is a program that engages individuals in intensive community service work with the goal of "helping others and meeting critical needs in the community". The SIP Program is supported through AmeriCorps by providing a Segal Education Award in addition to the SIP's living stipend and relocation allowance.

Upon successful completion of the SIP position, the SIPs (AmeriCorps members) are eligible for a \$1,678 - \$6,345 pre-tax education award that can be used for paying back student loans or for continuing their education. The amount of the education award is based on the length of the position.

AmeriCorps limits the number of terms an individual can serve to 4 terms. If an applicant has previously completed 4 SIP or other AmeriCorps positions, they will not be eligible to apply for an additional SIP position.

SUPERVISORS/MENTORS

Primary:

Jason Kenworthy
Geologist/Geologic Resources Inventory Coordinator
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Secondary:

Jack Wood
Physical Scientist
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