



OUTREACH NOTICE

Mark Twain National Forest
Salem, MO

"Caring for the Land and Serving People"

District/Zone Environmental Coordinator (NEPA) GS-0101/0401-11 - NORTH ZONE

The Mark Twain National Forest will soon be advertising to fill a permanent District/Zone Environmental Coordinator (NEPA) position on the north zone. Primary duties; This Zone position is located on a Ranger District and serves as a NEPA Planner. The position is responsible for performing work involved in Natural Resources Planning and Environmental law compliance, including the National Environmental Policy Act (NEPA) and the National Management Act (NFMA).

Interested candidates are encouraged to obtain/create a USA Jobs profile and prepare their resume in that format. The vacancy will be advertised at USAJOBS ([website at https://www.usajobs.gov/](https://www.usajobs.gov/)).

Office of Personnel Management Qualifications: Complete qualification requirements for this position can be found in the Office of Personnel Management (OPM) Operating Manual for Qualification Standards for General Schedule Positions, which is available from any Federal Government Personnel Office and OPM ([website at https://www.opm.gov/policy-data-oversight/classification-qualifications/](https://www.opm.gov/policy-data-oversight/classification-qualifications/)).

Time-in-Grade Requirement: If you are a current or former federal employee and applying for a promotion opportunity, you must have 52 weeks of Federal service at the next lower grade in the normal line of progression for the position being filled. This requirement must be met within 30 days of the closing of this announcement.

MAJOR DUTIES:

Develops the annual program of work for all aspects of the Zone's NEPA accomplishment program. Responsible for gathering all the appropriate information in order to develop the current and long-range project planning. Forecast projected financial, informational, administrative, and staffing needs based on input from all program areas. Responsible for the development, monitoring and maintenance of planning documents and action plans for all aspects of the program of work, including monitoring targets and making changes when needed.

Serves as contact for facilitating the project planning efforts between inter—and intra-agency organizations. Instructs project staff on the plan standards and guidelines related to natural resource management proposals. If changes are required to the unit plan components, recommends changes based on founded

results or new technical data.

Formulates various documents e.g., decision memos, environmental assessments and environmental impact statements and related instruments and make recommendations in order that Responsible Officials can make decisions on issues and affected resources or environments. Reviews and develops final documents concerning status of projects. Works with others concerning the efforts to utilize state-of-the-art techniques for analytical decision-making, statistical and economic analysis, information display and modification or adaptation of them to fit the units' planning needs.

Gathers and evaluates subject matter documents prepared by others and includes the required information and assumptions into the NEPA source document. Offers technical knowledge to others concerning technical writing. Provides advice to responding official regarding informational needs.

May create social, cultural or economic study reports and evaluations into the correct portion of the NEPA informational document or may evaluate NEPA documents developed by others.

Serves as a main point of contact for NEPA activities for the Zone and a primary expert in the development and processing of NEPA documents. Is the primary contact to the public and other federal or public office on the NEPA processing of documents, appeals, etc.

Serves as a member of an interdisciplinary team carrying out complete environmental studies and evaluations concerning a variety of resources, such as social, cultural, economics, land, air, water, timber, recreation, wildlife, fisheries, and/or additional special area. Keeps supervisor abreast of the various levels of NEPA documentation.

Supports resource specialists working on the interdisciplinary team and contributes to the team as they work through the analysis and evaluation of project proposals in analysis and decision documents (e.g. environmental impact statements, environmental assessments, decision memos). Create work plans for specific projects including such information as time and personnel. Tracks and makes changes as needed based on work schedules and milestone objectives.

Provides direction and supervision during the NEPA process. Direction includes scoping, identification of issues, development of alternatives, and the creation of the NEPA document. Provides on-going guidance during the development of the documents from beginning to completion. Ensures the NEPA documents created by the interdisciplinary team are developed in accordance with applicable law, regulation and policy. Reviews NEPA documents and specialist reports. Coordinates higher-level reviews as needed.

Conducts field surveys and accomplishes technical reconnaissance to gather information required to define study objectives.

Uses social, cultural or economic resources databases in order to formulate

recommendations to superiors. Performs analysis of existing data and collection for accuracy and appropriateness, and supplements data to complete or sustain a current inventory of the natural resources.

Assist in the development of applications using both spatial and relational database queries and report writers as needed. Assist in the interpretation of conceptual, mathematical and computer models for applying to environmental analysis.

Performs other duties as assigned.

Performs supervisory duties, assigns work to employees, and establishes production or quality standards for the unit's work. Establishes and communicates guidelines and performance requirements to employees; conducts formal performance reviews; and identifies and provides for the developmental and training needs of employees.

Hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases.

Position Information:

This position will be located at the Salem Ranger District located in Salem, Missouri. The zone covers approximately 460,500 acres across 11 counties.

At the present time this person supervises seven (2) employees and serves as a member of the district/zone Leadership Team.

The incumbent communicates with and works with the general public, local news media and other resource managers such as wildlife, heritage, recreation and timber. Good communication skills, along with a positive attitude and strong work ethic, are highly desirable.

Physical Requirements:

The work regularly requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky terrain; recurring bending, crouching, stooping, stretching, or reaching; or recurring moving, lifting and carrying of moderately heavy items. Work requires the use of safety equipment such as boots, gloves, goggles, and hardhats.

About the Zone:

The North Zone encompasses approximately 460,500 acres of pine and oak/hickory forest. Within the Zone boundaries are the Bell Mountain and Rock Pile Mountain Wilderness', 100 + miles of Ozark Trail, 6 developed recreation areas, 3 dispersed recreation areas, numerous manmade lakes, the largest one being 440 acres. Several large, floatable creeks and two small rivers meander through the zone, as well as 45 miles of developed ATV trail near Sutton Bluff Campground, and other features of local, regional and national significance. Active programs include: vegetation management, prescribed fire application and suppression,

recreation, trails, TES/NNIS/wildlife and wilderness management.

Recreation on the Zone is primarily hunting/fishing, tubing, canoeing, horseback riding, hiking, and ATV riding. For more about the Mark Twain National Forest, visit [website at http://www.fs.usda.gov/mtnf](http://www.fs.usda.gov/mtnf)

About Salem:

Salem has an elevation of 1,200 feet and the population is 5,000; it's located about 2 hours from St. Louis, Springfield, Columbia and Jefferson City and about 4 hours from Kansas City. The near-by city of Rolla, has a population 14,500, and is located about 30 minutes away. Median prices for houses are in the \$55,000 to \$100,000 range with rentals going for \$300 to \$500 per month. Apartments average \$300 to \$500 per month.

SCHOOLS: There are four county schools: R-1, R-2, R-3, and R-4 teaching grades K-8. For Grades 9–12, the county children attend the City of Salem's Jr. High and High School. Salem city schools (R-80) are comprised of lower elementary (grades K-2), upper elementary (grades 3-6), junior high (grades 7-9), and high (grades 10-12). Southwest Baptist University - Salem Campus is located in Salem, offering two year and four year degrees. Missouri University of Science and Technology (formerly, University of Missouri-Rolla) and two other Junior colleges are within a commuting distance of 25 miles.

Medical: 1 hospital - 5 MD'S, 3 Dentists and 2 chiropractors.

Church: Catholic, Methodist, Christian, Baptist, Church of Christ, Assembly of God, Lutheran, Church of Latter Day Saints and many more.

Entertainment: Things to do include bowling, indoor archery, hunting, fishing, canoeing, FFA, youth soccer and baseball, several cultural and heritage festivals, and service clubs such as Eagles and Rotary.

CONTACT FOR MORE INFORMATION:

If you are interested in applying for this position, please complete and return the attached form. Email attached form to tehaines@fs.fed.us, or mail hard copy to USDA Forest Service, Attn: Thomas Haines, District Ranger, 1901 S. Main, Salem, Missouri 65560.



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District/Zone Environmental Coordinator (NEPA)

GS-0101/0401-11 - NORTH ZONE

If you are interested in this position, please complete this form by April 11, 2016 and send it to:

E-mail to: Thomas Haines (tehaines@fs.fed.us)

Mail to: USDA Forest Service, Mark Twain National Forest, ATTN: Thomas Haines, 1301 S. Main St., Salem, MO 65560, or

FAX to: 573-729-2867, ATTN: Thomas Haines.

Location: *Eastern Region, Region 9, Mark Twain National Forest, Zone 1*

PERSONAL INFORMATION

Name: _____ Date: _____

Mailing Address

E-Mail Address

Phone: Work: _____ Home: _____

Are you currently a Federal employee? Yes _____ No _____

Permanent? _____ Temporary? _____ TERM? _____ VRA? _____ PWD? _____
OTHER _____

Current Title/Series/Grade:

Agency Employed with and location:

Where and how did you learn of this position?:

Thank you for your interest!