The Green Mountain & Finger Lakes National Forests is seeking candidates to fill one permanent position for a GS-101 or 401-9/11 NEPA Coordinator to be located at the Forests’ Supervisor’s Office in Rutland, Vermont. Applicants at the GS-07 or GS-09 level that are eligible for promotion, or currently at the GS-11 level are encouraged to express interest in this opportunity. This is a great opportunity for someone who is looking for a challenging position that is integral to forest management on two National Forests rich in history and cultural resources.

The purpose of this Outreach Notice is to determine interest in and the potential applicant pool for this position, to establish the appropriate recruitment method, and the area of consideration for the advertisement. Responses received from this notice will be relied upon to make this determination. If you are interested in applying for this position, please respond by March 8, 2016.

Duties of this Position:
This position serves as part of the Public Services Staff as a NEPA Coordinator for both the Green Mountain and Finger Lakes National Forests. The position is responsible for performing work involved in natural resources planning and environmental law and regulation compliance, including the National Environmental Policy Act (NEPA) and the National Forest Management Act (NFMA). The position will be directly supervised by the Forests’ Planner/NEPA Coordinator.

Typical responsibilities include but are not limited to the following duties:

Primary duties of the position will consist of serving as specialist and technical advisor for NEPA compliance on all Ranger District units across both the Green Mountain and Finger Lakes National Forests. This includes extensive integrated resourced projects, vegetation management, wildlife and fisheries improvement, recreation and trails, and special uses. The position will be responsible for serving as an Interdisciplinary Team (IDT) leader and ensuring all projects meet NEPA compliance standards.

As an IDT leader, the position will provide direction and support to resources specialist IDT as they conduct analysis and documentation of project proposals for environmental impact statements, environmental assessments, and/or categorical exclusions. Direction will be provided throughout the NEPA process such as project development (pre-NEPA), scoping, identification of issues, development of alternatives, completion of the NEPA document, and project planning record management.

The position will ensure all NEPA documents are completed in accordance with applicable law, regulation, and policy. The position will also require knowledge of general natural resource management, and a high level of writer-editor skills needed to draft NEPA documents based on specialist reports and other project information and data.
Primary duties of the position will especially require strong organization skills, an ability to communicate orally and in writing, and have a high level of ‘people’ skills necessary for engaging with the public, other state and federal agencies, our working partners, and town representatives. Public collaboration is a key component of managing the National Forests in New England and New York, and our public expects a high degree of involvement in our NEPA process. The incumbent will be responsible for the development of public collaboration strategies, and the coordination of multiple parties with diverse interests in management action objectives.

When needed, the position will serve as point of contact for third party NEPA contracts or Forest Service Enterprise TEAMS work agreements, and will provide direction and oversight for the completion of NEPA compliant documents.

The position will also assist the Forest Planner/NEPA Coordinator as needed for the general coordination and oversight of the Forests’ Planning and NEPA programs such as work planning, and Forest employee NEPA training development and implementation. Planning duties may also include the completion of Forest Plan amendments, ensuring Forest Plan compliance of management activities, and the coordination and compilation of bi-annual monitoring and evaluation reports.

Also, the Forests’ would desire the position to have GIS and GPS skills; knowledge and application of electronic web based NEPA services, and the use and application of excel spreadsheets and mailing list database programs.

**Supervision:**
There are no supervision duties with this position. This position will work with numerous Forest employees, and provide advice and guidance to line officers and employees responsible for projects requiring environmental analysis per Council for Environmental Quality and Forest Service NEPA regulations.

**Physical Demands:**
The position requires both office and field work. Office work includes but is not limited to computer word processing, conference calls and webinars, and communication by emails and phone calls. Field work will require but is not limited to basic natural resource inventory, coordination and implementation of internal and public project site visits, and general review of on-the-ground resources during the development, analysis, implementation, and monitoring of management activities.

**Location:**
The position will be stationed at the Forests’ Supervisor’s Office in Rutland, Vermont, and will perform duties throughout the Green Mountain and Finger Lakes National Forests.

**Qualification Requirements:**
Qualifications 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 (http://www.opm.gov/qualifications/index.asp).

**How to Apply:**
The vacancy announcement for this position will be posted on the U.S. Government's official website for employment opportunities at, [www.usajobs.gov](http://www.usajobs.gov). Individuals that wish to be considered for this position must apply to the vacancy announcement on USAJOBS.gov website by the closing date of the vacancy announcement. The Referral List for this position will be issued to the selecting official upon closing of the vacancy announcement. All applicants found to be qualified, and in the quality group will be referred for consideration.
Once in USAJOBS.gov applicants will be directed how to apply by submitting their profile information in USAJOBS. Interested applicants can set up a profile in USAJOBS before the announcement is posted that will enable them to receive an email when the announcement is posted. Applicants can also set up an alert on USAJOBS.gov citing the Series/Location and grade that will also notify them when the announcement is posted.

About the Forests:
The Green Mountain and Finger Lakes National Forests consist of two national forest (NF) units, the Green Mountain National Forest in south-central Vermont and the Finger Lakes National Forest in western New York State. The Green Mountain NF comprises approximately 5% of Vermont’s land base, and 50% of the public lands within the state. There is a high level of interaction with the State of Vermont (which owns most of the other 50% of the public land base) to coordinate our activities and keep each other informed.

The Finger Lakes NF is a small forest (approximately 16,000 acres) and is fairly “new” to the National Forest system and is located in New York State. It was established in the early 1980s and many of the people who helped get the forest established still reside within the area. Although the Finger Lakes NF is an administrative unit of the Green Mountain NF, we strive to be sensitive to local concerns and resource capabilities.

Every effort is made to manage these lands in collaboration with many interested public agencies, individuals, and organizations. This is evident by the substantial number of partnerships and cooperative agreements that exist on the Forests. Our public expects to be included in our decisions.

More information about the forests can be found on our websites;

http://www.fs.usda.gov/gmfl

About the Community
The Green Mountain National Forest is within a day’s drive of over 70 million people. The Forest is known for its scenic beauty, healthy forests, outstanding recreational opportunities, and friendly, hardworking people.

Rutland, Vermont - Community Information:
General Location: Central Vermont at the foot of the western slopes of the Green Mountains
Elevation: 540 feet
Population: Rutland City - 17,000; Rutland County – 63,000
Government: County Seat; City of Rutland governed by Mayor and Board of Aldermen

Distances To Major Urban Areas:
Albany, NY 100 miles
Boston 165 miles
Montreal 170 miles
New York City 250 miles
**Economic Background:** A wide variety of businesses are located in the Rutland area. See the Chamber of Commerce website for more info: [www.rutlandvermont.com](http://www.rutlandvermont.com).

**Banks:** Several banks; Federal employees’ credit union.

**Housing:** For Sale: $100,000 to $250,000 and up - many listings. The average price for a single family house is approximately $150,000. Lower priced homes are older &/or smaller ones, multi-family houses, or in outlying areas. Apartments for Rent: $500 to $900 per month, both furnished and unfurnished. Good rents not easy to find in single houses and would generally range from $800 to $1000+ per month.

**Schools:** Pre-school: a variety of home-based and institutional pre-schools and day care facilities. Grade Schools: two public elementary schools, one parochial Rutland Intermediate (grades 3-6) & Middle School (grades 7-8) High Schools: Rutland High School (grades 9-12); Mount St. Joseph Academy (grades 9-12), Stafford Technical Center (Other schools located in outlying areas as well).

**Colleges:** College of St. Joseph the Provider (BS, BA, graduate programs); Castleton State College (11 miles; BS, BA, graduate programs); Green Mountain College, Community College of Vermont

**Medical Services:** Rutland Regional Medical Center (medical/surgical hospital); Rutland Regional Ambulance Service; several nursing homes, retirement homes, assisted living; Rutland Mental Health Services; wide choice of doctors, including specialists, and dentists. Nearby: Dartmouth/Hitchcock Memorial Hospital, Hanover, New Hampshire; and Medical Center Hospital of Vermont, Burlington.

**Places of Worship:** Catholic, United Church of Christ, Baptist, Mormon, Christian Scientist, Jehovah’s Witnesses, Methodist, Jewish Center, Seventh Day Adventist, Episcopal, Lutheran, Assembly of God, Unitarian, and others.

**Shopping Facilities:** Rutland has a trading population of over 100,000 with over 450 stores, retail and wholesale, including one large shopping mall and two shopping plazas.

**Recreation:** Outdoor recreation opportunities abound in all four seasons on National Forest, and other public and private lands. Rutland is close to Killington and Pico Ski Areas, a number of cross-country ski areas, the Appalachian Trail and Long Trail, and many lakes and reservoirs. In addition, Rutland has a city pool, hockey rinks, supervised summer playgrounds and camps, golf, tennis, racquetball, city athletic leagues (including softball, baseball, & hockey), bowling leagues, and movie theaters. Most nearby towns also offer a local recreation area with a variety of facilities and programs, many organized for children.

**Arts:** Chaffee Art Gallery, Paramount Theater, Crossroads Art Council, Castleton Fine Arts Center, and summer stock playhouses in the area.

**Additional Information:** Chamber of Commerce lists clubs and societies; 6% state sales tax; 9% state rooms and meals tax; 1% city rooms/meals& entertainment tax; state income tax; property taxes fund city/town services and public schools.
For Further Information About the Rutland Area Contact:

Rutland Region Chamber of Commerce
256 N. Main Street
Rutland, Vermont 05701
Phone: 802-773-2747
http://www.rutlandvermont.com/

Other Related Web Links:

http://www.rutlanddowntown.com
http://rutland.govoffice.com
http://vermont.gov

If You Are Interested:

Please complete the Outreach Notice Form on the last page and forward to Donna Grosz, Public Services Staff Officer, at dgrosz@fs.fed.us, or fax to (802) 747-6766, Attn: Donna Grosz.

You can mail it to:

GMFL National Forests
Supervisors Office
Attn: Donna Grosz
231 North Main Street
Rutland, Vermont 05701

Please respond by March 8, 2015.

The vacancy announcement for this position, when open, will be posted at the USAJobs, the US Government’s official site for jobs and employment information:

http://www.usajobs.opm.gov

Thank you for your interest in our vacancy.
USDA Forest Service is an equal opportunity employer.
Outreach Notice Form

Green Mountain and Finger Lakes National Forests

GS-101 or 401-9/11
NEPA Coordinator
Rutland, Vermont

Name: ____________________________________________

E-mail Address: ____________________________________

Mailing Address: ____________________________________

Telephone Number: Work ___________________ Home: ___________________

Are you currently a Federal employee? Yes _____ No _____

If yes, what Agency are you employed with: USFS _____ BLM _____ Other _________

Current Region/Forest/District: ____________________________________________

Current Series and Grade: ________________________________________________

Current Position/Title: ________________________________________________

Type of Appointment: Permanent _____ Temporary _____ Term _____ Other _________

If not a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following special authorities:

___ Persons with Disabilities
___ Veteran Recruitment Act
___ Disabled Veteran w/30% Compensable Disability
___ Veteran Employment Opportunities Act of 1998
___ Former Peace Corp Volunteer
___ Student Career Experience Program
___ Other please explain: ________________________________________________

Please forward the Outreach Notice to Donna Grosz, Public Services Staff Officer, at dgrosz@fs.fed.us, or fax to (802) 747-6766, Attn: Donna Grosz. Please respond by March 8, 2016.

THANK YOU FOR YOUR INTEREST IN OUR VACANCY

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