

DNR Jobs Bulletin  
December 23, 2015

Vacancy Title: **Natural Resources Manager**  
Position Number: 7020003  
County: Boone  
Division/Program: Missouri State Parks/Northern Parks District  
Salary: Semi-Monthly \$1,682.66 - \$2,128.98 (Range 91, Step A-N)  
\*In case of promotion within DNR, salary will be at least one step more than present salary.

Expanded description of duties specific to DNR position 7020003

Duties:

- This is a Field Operations and Katy Trail Coordinator position that directly supervises six or more state parks.
- This position shares responsibility for the preparation of a district budget, assists district facilities on budget requests, and assists in determining district priorities.
- This position is responsible for activities regarding Katy Trail State Park.
- Must be able to work well with little direct supervision.
- Must be able to exercise a high degree of initiative and independent judgment in planning and implementing the work.
- Must be able to work with outside agencies and landowners regarding issues related to State Parks
- Must be able to speak and give presentations at public meetings and other events.

Vacancy Title: **Environmental Specialist I/II/III**  
Position Number: 4080018  
County: Cole  
Division/Program: Missouri Geological Survey / Land Reclamation Program  
Salary: Semi-Monthly I - \$1,249.00 - 1,431.50 (Range 18, Step D-L)  
II - \$1,456.00 - 1,651.00 (Range 22, step E-L)  
III - \$1,682.50 - 1,919.50 (Range 26, step E-L)  
\*In case of promotion within DNR, salary will be at least one step more than present salary.  
Posting Period: December 17, 2015-December 29, 2015

Additional information specific to DNR position 4080018

**Abandoned Mine Lands**

- Develop and maintain a thorough working knowledge of all applicable federal and state regulatory requirements, policies and procedures pertaining to administering the Abandoned Mine Lands (AML) program.

- Conduct realty work, prepare environmental assessments, coordinate design activities such as soil and water sampling, prepare design memos, write and review construction specifications, assist in organizing and conducting pre-bid and pre- construction meetings, oversee construction activities, inspect projects during construction to assure compliance with engineering plans and specs, inspect completed projects for maintenance needs on assigned AML projects.
- Effectively communicate with appropriate consultants, contractors and landowners involved with any AML project in order to coordinate reclamation work in the most appropriate manner.
- Develop and implement a detailed schedule of individual work tasks necessary to complete the overall project on time. Make every effort to ensure that project milestones are achieved on schedule.
- Knowledge of GIS would be beneficial.
- Knowledge of Water Quality Analysis would be beneficial.
- Coordinate with federal, state and local agencies as necessary to effectively resolve AML project issues arising from NEPA compliance, design limitations, construction problems, etc.
- Assist with maintenance of the AML Inventory and the Abandoned Mine Land Inventory System database.
- Research and collect data necessary for updating the AML Coal Mine Land Inventory and developing an inventory of coal mine Acid Mine Drainage (AMD) problems.
- Provide and solicit feedback to and from co-workers after each major project completion.
- Look for ways to make Missouri's AML program more efficient. This may involve suggestions to supervisor regarding time, money or staffing assignments.
- Review technical publications and confer with appropriate technical staff from Department of Natural Resources (MDNR) and other agencies, as needed, to gain insight into solutions to any specialized problems encountered.
- Frequent travel to sites with overnight stay.
- Complete and carry out other assignments made by program director and/or unit chief.

## Coal Permitting Reviews

- Perform various coal permitting duties as assigned by supervisor. Knowledge of the permitting process would be beneficial.
- To include review of various sections of a coal permit as assigned and may include administrative requirements, NEPA requirements, revegetation plans, acidic materials handling, overburden handling, soil amendments, and final grading design.

Vacancy Title: **Senior Office Support Assistant (Keyboarding)**  
Position Number: 4120031  
County: Cole  
Division/Program: Division of Environmental Quality / Water Protection Program  
Salary: Semi-Monthly: \$1,043.00 - \$1,185.50 (Range 12, Step D-L)  
\*In case of promotion within DNR, salary will be at least one step more than present salary.

Posting Period: December 17, 2015-December 29, 2015

Additional information for position 4120031

Primary Duties

- Out of State Travel coordinator for the Program;
- Process Water Protection Program Black Folders;
- Conference, registrations, reservations – by phone;
- Orders –by phone;
- Process expense reports for the Program;
- Process General Services Program orders;
- Process 319 and 604b sub-grant payments;
- Pay OA/ITSD (TMS) Communications invoices;
- Pay Chemical Analysis (CAS) payments;
- Enterprise Content Manager (ECM) Scanning of payments;
- Centralized Receipt Log Tracking (CRL) entry of checks for the Program.

Back up duties.

- Online reservations;
- Process program mail deliveries;
- Program phone coverage;
- Process payments when other Senior Office Support Assistants in the section are out of the office.