Job Title: Regional Transportation Coordinator
Department: Department Of The Interior
Agency: Interior, US Fish and Wildlife Service
Job Announcement Number: R5-15-1330136-ED (D)

**SALARY RANGE:** $64,543.00 to $100,575.00 / Per Year

**OPEN PERIOD:** Friday, March 13, 2015 to Thursday, March 26, 2015

**SERIES & GRADE:** GS-0301-11/12

**POSITION INFORMATION:** Full Time - Permanent

**PROMOTION POTENTIAL:** 12

**DUTY LOCATIONS:** 1 vacancy in the following location:
Hadley, MA  View Map

**WHO MAY APPLY:** United States Citizens

**SECURITY CLEARANCE:** Other

**SUPERVISORY STATUS:** No

**JOB SUMMARY:**
Regional Transportation Coordinator, GS-0301-11/12

**IMPORTANT:** THIS POSITION IS ALSO OPENED TO "STATUS CANDIDATES (MERIT PROMOTION AND VEOA ELIGIBLES)" UNDER VACANCY ANNOUNCEMENT, R5-15-1352620-ED (M).

Working for the U.S. Fish and Wildlife Service is more than a career. It is a commitment shared by more than 9,000 men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, and plants and their habitats. From the Arctic Ocean to the South Pacific, the Atlantic to the Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature’s beauty and bounty.

You too can make a difference in our world. The work of the U.S. Fish and Wildlife Service is meaningful and varied. Want to know more about what it is like to work for us?

Click here to watch short podcasts called Meet Your New Boss! and Diversity is our Strength.

This is a full-time Permanent position located at the Northeast Regional Office, National Wildlife Refuge System, Division of System Development and Policy in Hadley, MA.

One or more positions may be filled from this vacancy.

**TRAVEL REQUIRED**
- Occasional Travel
  - To attend project meetings, conferences, or training.

**RELOCATION AUTHORIZED**
- No

**KEY REQUIREMENTS**
- U.S. Citizenship

**DUTIES:**
As the Regional Transportation Coordinator, your duties will include, but are not limited to the following:

- Serve as Program Coordinator for Federal Lands Transportation Program
• Coordinate complex transportation projects ensuring fiscal integrity
• Implement transportation improvements
• Coordinate and expand funding for planning, design and construction of public use facilities
• Support Region 5’s NWRS maintenance and facilities management programs
• Ensure all directives related to the FWS Transportation Program are carried out by the Region

QUALIFICATIONS REQUIRED:

You must meet all qualification requirements outlined within this vacancy by 11:59 PM (EST) on the closing date of this announcement, Thursday, March 26, 2015.

In order to be qualified for this position at the GS-11 grade level:

You must possess one year of specialized experience, equivalent to at least the GS-09 level in the Federal service, assisting with securing and managing state or Federal roads funds, including researching funding/grant opportunities for the maintenance or development of public roads on conservation lands and associated facilities at parks, wildlife refuges and other conservation lands; researching and compiling information for inclusion in grant applications; tracking funds to ensure their proper use; and maintaining relationships with a variety of organizations, governments, businesses, and the public to advocate for programs or policies.

OR

You must possess 3 years of progressively higher level graduate education or a PhD or equivalent degree in a course of study directly related to this position that provided you with the knowledge, skills, and abilities necessary to perform the work of this position.

OR

You must possess a combination of specialized experience and graduate level education as described above that, when combined, equal 100% of the total requirement. (Please note that only education in excess of the first two years may be used in this calculation.)

In order to be qualified for this position at the GS-12 grade level:

You must possess one year of specialized experience, equivalent to at least the GS-11 level in the Federal service, overseeing or leading the securing and managing of state or Federal roads funds, including researching funding/grant opportunities for the maintenance or development of public roads on conservation lands and associated facilities at parks, wildlife refuges and other conservation lands; researching and compiling information for inclusion in grant applications; tracking funds to ensure their proper use; and maintaining relationships with a variety of organizations, governments, businesses, and the public to advocate for programs or policies.

Note: A full year of work is considered to be 35-40 hours of work per week. Part-time or unpaid experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly their duties and responsibilities in each position and the number of hours spent per week in such employment. For more information please visit, http://www.opm.gov/qualifications/SEC-II/s2-e2.asp

Status candidates must meet time in grade requirements (52 weeks at the next lower grade level).

Are You Using Education to Qualify? You MUST submit a copy of your transcripts (official or unofficial photocopy) to document your educational accomplishments. Failure to submit this documentation by the closing date will result in disqualification from further consideration. Official transcripts will be required if you are selected to fill the position. College transcripts are still required if you currently occupy or have previously occupied the series of the position to which you are applying.

Foreign Education: Education completed outside the United States must have been evaluated by a private U.S. organization that specialized in interpretation of foreign education credentials, commonly called a credential evaluation service or education that is recognized by the Secretary of Education from an accredited body. For more information please visit, http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html

Only experience obtained by the closing date of this announcement will be considered.
You must be a United States Citizen to qualify for this position.

All new employees of the U.S. Fish and Wildlife Service must identify a financial institution for direct deposit of pay prior to appointment. New employees who are expected to travel on official business are required to apply for a Government travel charge card within 30 days of their appointment.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant’s successful completion of the background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A valid state driver's license is required.

Travel required to attend project meetings, conferences, and training. Typically within Region 5.

Appointment to this position may require a one-year probationary period.

A Moderate Risk Background Investigation (MBI) may be required. Appointment will be subject to the applicant's successful completion of the background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. Qualified candidates will be assigned to a quality category: Best Qualified, Well Qualified, or Qualified. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully. Candidates are encouraged to ensure work experiences clearly show possession of the following knowledges, skills, and abilities, errors or omissions may affect your rating. Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics).

- Knowledge of Federal highway funding programs
- Skill in database development and management
- Knowledge of grant application and administrative procedures
- Skill in communicating technical information to a variety of audiences
- Knowledge of various environmental conservation and land management activities

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. This link provides an overview of the benefits currently offered to Federal employees: https://help.usajobs.gov/index.php/Pay_and_Benefits.

OTHER INFORMATION:

1. To claim veterans' preference, you must submit a copy of your DD-214 (member 4 copy), or other proof of eligibility. Veterans with a service connected disability and others claiming 10 point preference will need to submit a form SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. Missing information may result in a change or removal of your claim for Veteran's Preference. For more information please visit http://www.fedshirevets.gov/job/vetpref/index.aspx and http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide.

2. Males born after 12-31-59 must be registered or exempt from selective service. www.sss.gov

3. Inter agency Career Transition Assistance Program (ICTAP): For information on how to apply as an ICTAP eligible please visit, http://www.opm.gov/rit/employee_guides/career_transition.asp#ictap. To be well-qualified and exercise selection priority for this vacancy, displaced employees must be rated at 85 or above on the rating criteria for this position.

4. If you are eligible for a special appointment authority such as those for the severely disabled and certain veterans and you meet the qualification requirements for this position you may be able to receive additional consideration for this position under a non-competitive hiring authority. Please contact the U.S. Fish and Wildlife Service, Region 5, Human Resources Office in Hadley, MA (http://www.fws.gov/northeast/ma/ro.html). For more information regarding eligibility for special appointment authorities please visit, http://www.opm.gov/policy-data-oversight/disability-employment/hiring/, http://www.fedshirevets.gov/job/shav/index.aspx.

5. All qualification requirements must be met by the closing date of this announcement. Additional information on qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule positions, http://www.opm.gov/qualifications.
**HOW TO APPLY:**
To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Thursday, March 26, 2015 to receive consideration.

* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

* Click the Submit My Answers button to submit your application package.

* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

* To verify your application is complete, log into your USAJOBS account, https://my.usajobs.gov/Account/Login, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

**REQUIRED DOCUMENTS:**
For this job announcement, the following documents are required:

- Resume
- Copy of college transcripts, if qualifying based on education
- Occupational Questionnaire
- Veterans documentation, if applicable

Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page http://staffing.opm.gov/pdf/usascover.pdf and provide the required information. The Vacancy ID is 1330136.

2. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Thursday, March 26, 2015 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire View Occupational Questionnaire.

2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items http://www.opm.gov/forms/pdfimage/opm1203fx.pdf.

3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

**AGENCY CONTACT INFO:**
WHAT TO EXPECT NEXT:
Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Reminders: Your computer system's access is your responsibility to maintain. Undeliverable e-mails can cause loss of further consideration for this vacancy and/or the inability to convey information to you regarding it. Be sure to include on any correspondence your full given name and this job's vacancy identifier, 1330136. Please inform us of any changes to your personal contact information. If at any time you decide you no longer wish to be considered for this position, please notify us to withdraw your name. If you cannot be contacted, or do not respond to request for information, it may be ground for not selecting you.