

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1025
WITHIN AGENCY O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT
Announcement Number: ML251111**

OPENING DATE: 25 November 2025

CLOSING DATE: 08 December 2025

LOCATION: Army Training Site (ATS) Camp Dawson, Kingwood, WV 26537

WVMA TITLE: MA Environmental Program Manager, WVMA Pay Grade 10

FUNCTIONAL TITLE: ATS GIS/Natural Resources Manager

PAY SCALE: \$59,000.00 - \$90,776.00

Nature of Work

Under general supervision of the Army Training Site Environmental Manager, performs complex professional and technical work in planning, developing, implementing and evaluating the Army Training Site (ATS) geographic information system (GIS); integrates the data and resources of the GIS program in support of natural resources and training land management projects to include, but not limited to, wildlife habitat management, native grass restoration, prescribed fire management, invasive species management, Integrated Training Area Management (ITAM) and Range and Training Land Management (RTLTP) programs. Accountable for GIS system development to include selection and procurement of hardware, software and related services and for the design and implementation of GIS programs, applications and data standards. Accountable for system operation to include identifying spatial data requirements for environmental programs and for the capture, manipulation and storage of spatial data. Provides technical user support and GIS system training for military personnel, agency environmental staff, construction project managers and others. Participates in regional user group consortia for the effective use of system capabilities and to promote optimal use of data. Performs complex professional work in planning, developing and evaluating the Integrated Natural Resources Management Plan (INRMP) for the Army Training Site at Camp Dawson. Work involves the management of contracted and in-house natural resources projects including fish and wildlife surveys, timber management plans, native grass management plans, prescribed burn program, hunting program, water quality program, integrated pest management program, and assisting and providing the Army National Guard command staff and training units with expertise on conservation, restoration and stewardship of Army Training Site lands and natural resources. Work involves natural resources data collection, data entry, report writing and field work. Performs related work as required.

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: WV Military Authority, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000. Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or <http://www.wv.ngb.army.mil/jobs/forms/default.html>.

EVALUATION SKILLS: (1) Experience; (2) Training; (3) Education

POSTING: This announcement will be posted for the duration of the announcement period.

Example of Work

- Develop, review, revise and advise on the storage and implementation of Geographic Information System (GIS) related to the mission of the WVARNG
- Collects and develops GIS data through GPS systems, uses geographic information through cartographic design and statistical analysis; maintains geographic data by updating current information and assures the proper organization and storage of data holdings according to Federal standards.

- Develop, use and manipulate a variety of data layers including US Geographical Survey quadrangle mapping, soils, topography, training areas, ranges, cultural resources, vegetative communities, location of threatened/endangered species, aquatic habitat types and floodplain delineation.
- Imports, creates and updates digital data layers to create maps for management of natural resources and training lands.
- Manages and maintains ESRI ArcGIS and Trimble licensing software.
- Monitors system performance, installs software and hardware and performs periodic backups.
- Develop, compile and manipulate remotely sensed multi-spectral data utilizing GIS software for ITAM, RTLP, planning level projects or other projects supporting mission readiness.
- Ensures that GIS databases are collected, reported and organized according to Federal regulations such as Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE).
- Submits funding requests to National Guard Bureau using ESTARR program.
- Research and maintain up-to-date knowledge of developments in GPS and GIS technology.
- Develops, reviews and revises INRMP project documents to include project specific management plans, proposals, permits, scopes of work, contracts, purchase orders, public announcements; ensures compliance with applicable rules and regulations, mitigation measures and environmental safeguards.
- Coordinates contracted projects; conducts meetings with Federal, State and local officials and private entities; conducts on-site monitoring of project activities; provides field assistance to contractors, using and tenant units; reviewing progress reports, maintaining projects timelines, troubleshooting and evaluating project deliverables.
- Requests and tracks monies appropriated for natural resources projects; maintains records of funds.
- Compiles data and prepares reports in various environmental databases, such as Environmental Quality (AEDB-EQ), Environmental Source to Track, Analyze and Review Requirements (ESTARR), Installation Status Report (ISR), Web-based Compliance Assessment and Sustainment System (WEBCASS), and other systems to report to higher HQs.
- Coordinates in-house natural resources projects: develops project plans, scopes of work, maintains equipment, supervises employees, prepare related reports; collect, analyze and report applicable data.
- Interprets natural resources regulations to military personnel, co-workers, contractors and other personnel; provides direction to contractors on natural resources program compliance.
- Participates in meetings with local public officials, Federal and State officials and the public related to natural resources programs in general.
- Maintains status as a Wildland Firefighter 1 under National Wildfire Coordinating Group (NWGC) guidelines for prescribed burns and assists with annual controlled burning and wildfire dispatch on Camp Dawson lands.
- Maintains status as a Registered Pesticide Applicator with the West Virginia Department of Agriculture.

Knowledge, Skills and Abilities

- Knowledge of geographic information systems; design and implementation; spatial data structures; automated mapping; spatial information processing methods and their applications; of geographic information analysis methods and techniques; methods and techniques in creating digital spatial databases and data input operations; database management principles and techniques; and Federal GIS data standards.
- Skill in the operation of GIS and GPS hardware and software including ESRI ArcGIS and Trimble GPS units.
- Ability to evaluate and resolve GIS hardware and software problems; to conduct data analysis, data capture, manipulation and storage; to produce required data analysis, maps, reports and other documents.
- Knowledge of electronic data management systems to include Microsoft Office products sufficient to prepare documents, presentations, reports and newsletters, and to collect and interpret data.
- Knowledge of applicable Federal and State natural resources laws, regulations and ordinances; of the natural and physical sciences relating to natural resources management; of the practices and techniques of natural resources data sampling, collection and analysis
- Ability to plan, organize and evaluate natural resources preservation programs; to oversee contractors and subordinate staff on natural resources management projects; to conduct on-site inspections of natural resources projects; to present ideas effectively, orally and in writing; to effectively interact with military personnel, contractors, public officials and the public.

General Requirements

Requires travel to WVARNG Army training sites and lands statewide and occasional out-of-state travel for training. Must possess a valid Driver's License. Travel over difficult terrain and in inclement weather may be required. Work may require certifications and/or licensures from regulatory or professional registry agencies. Work may require wearing personal protective clothing and equipment for hazardous tasks and/or hazardous environmental conditions. Work may involve working with and/or management of hazardous materials and/or wastes. Work week consists of five (5) days, eight (8) hours per day. Employee may be required to work adjusted schedule according to Agency needs and requirements. Performs other related work as required and/or assigned.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university with a major in geography, cartography, computer science, biology, botany, chemistry, ecology, environmental science, forestry, geology, entomology, physics, geography, natural sciences, archeology, business administration, accounting, or public administration or planning.

Experience:

Four (4) years of full-time or equivalent part-time paid professional experience in the operation of geographic information systems, related to the acquisition, preservation, protection and enhancement of environmental/natural resources, environmental protection or in an agency-specific area related to environmental impact.

Substitution:

Master's degree from an accredited four-year college or university with a major in biology, botany, chemistry, ecology, environmental science, forestry, geology, entomology, physics, geography, cartography, computer science, natural sciences, archeology, business administration, accounting, or public administration may be substituted for (2) years of full-time or equivalent part-time paid professional experience.

SPECIAL REQUIREMENTS:

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED DEPARTMENT OF DEFENSE FUNDING.
2. THIS POSITION FALLS UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS).
3. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECURITY CLEARANCE.
4. THIS POSITION MUST POSSESS A VALID DRIVER'S LICENSE
5. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
6. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE AT-WILL EMPLOYMENT POSITIONS. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

Murray "Gene" Holt, II
Director, West Virginia Military Author