



**OUTREACH NOTICE**  
**Region 3 COCONINO NATIONAL FOREST**  
**Supervisor's Office**  
**1824 Thompson St.**  
**Flagstaff, Arizona**



**Tribal Relations Program Manager**  
**GS-11/12,**  
**Detail/Temp Promotion and Permanent Position**

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Please respond to this outreach by June 3, 2022



The Coconino National Forest is conducting outreach efforts to identify candidates interested in a not-to-exceed (NTE) 120 days Detail or Temporary Promotion opportunity and a permanent position as the Forest Tribal Relations Program Manager located in Flagstaff, AZ. We are looking for an energetic, forward-thinking leader who thrives on complexity and the challenges that come with a progressive and aggressive program of work, in a community where stakeholders are highly engaged in National Forest management.

**Primary Contact: Michelle Paduani**  
**Email: [michelle.paduani@usda.gov](mailto:michelle.paduani@usda.gov) Phone Number: 812-276-8587**

## **ABOUT THE POSITION:**

### **Summary**

The Tribal Relations Program Manager for the Coconino National Forest is stationed at the Supervisor's Office in Flagstaff Arizona. The position manages forest-wide tribal relations responsibilities and provides for the overall coordination for initiating, planning and facilitating forest activities and relationships with Native American tribes, organizations and groups.

The Coconino NF is committed to the goal of increasing equitable access to federal opportunities as outlined in recent guidance from USDA on Recruiting and Hiring Tribal Relations Positions (July 21, 2021), as well as the ["Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government"](#) (January 20, 2021) and the ["Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce"](#) (July 25, 2021). Specifically, we are incorporating hiring procedures that include the areas of emphasis that will meet USDA guidance and the executive orders to fill Tribal Relations positions with individuals who have deeper experience outside the Federal government working directly in Indian Country, to include knowledge and experience with treaties, cultural practices, Federal Indian law, and Tribal governments. The Forest has built a robust Tribal Relations Program over several years and seeks to incorporate USDA guidance in a way that will continue to allow us to build and enhance the Tribal Relations Program through deeper connections with Indian Country.

### **Major Duties:**

The Tribal Relations Program Manager will work under the guidance of the Deputy Forest Supervisor and staff, supporting the Forest tribal relations program implementation and execution. The following is a partial list of duties associated with the position:

- Coordinates with the Region 3 Office on Tribal Consultation for projects within the San Francisco Peaks Traditional Cultural Property. This includes consultation on projects at Arizona Snowbowl Resort. Position coordinates with the Regional Office on developing Tribal consultation correspondence, as well as setting up, facilitating, and producing meeting documentation for government-to-government meetings with Tribal governments. Position serves as meeting organizer and on the planning team for large multi-Tribal government-to-government and Section 106 Multi-Tribal meetings. Arizona Snowbowl Resort projects include those that are previously authorized (snow-making with reclaimed water, lodge expansions, and new lift infrastructure and others from 2005 Snowbowl Environmental Impact Statement Record of Decision), ongoing project requests, and proposals yet to be developed from the recently accepted Master Development Plan.
- Coordinates, leads, facilitates and documents all Tribal consultation on the Coconino National Forest.
- Manages several agreements, including a large agreement with the National Association of Tribal Historic Preservation Officers (NATHPOs) that supports the Forest's consultation and project collaboration with Tribal Nations.
- Provides support in developing policies, procedures, and directives to strengthen relationships with tribes service-wide. Provides advice and guidance to other staff on

appropriate interaction with Tribal Representatives, to ensure the government-to-government relationship is respected and adhered to. Provides group and one-on-one training on the Tribal Relations Program.

- Co-leads, plans, and implements the innovative Wood for Life Partnership (Wood For Life Tribal Fuelwood Initiative - National Forest Foundation (nationalforests.org). Coordinates with FS internal timber and leadership on WFL projects as well as external partners (non-profits, tribal non-profits, Tribal Nations, local governments and others) on firewood supply and delivery. Identifies opportunities to expand delivery of WFL initiatives. This position supports coordination and management of the Wood for Life Stewardship Agreement Supplemental Project Agreement (WFL SA SPA) on the Flagstaff Ranger District.
- Facilitates consultation between agency representatives and affected tribes on a variety of issues, programs, and proposed projects including required consultation under the National Environmental Policy Act, and other laws relating to Native American concerns. Work to carry out activities agreed to during Section 106 consultation with tribes as part of the FY22 Tribal Relations program of work.

## **Who are We Looking For:**

### **Desirable Attributes and Characteristics:**

- Possesses an entrepreneurial spirit and business sense regarding the feasibility and delivery of new activities and new approaches for accomplishing landscape-scale restoration. Has the drive and commitment to deliver on those opportunities and be a change agent. (**Sees Opportunity**)
- Has a strong passion for recreation and for connecting ALL people to their public lands (**Builds Community**)
- Uses innovation, creativity, and critical thinking in the development of partnerships and volunteer opportunities to support the restoration, recreation, education, and science activities. (**Sees Opportunity**)
- Engages with partners, volunteers, tribes, and the public to form, tend, grow, and foster stronger relationships between the Forest and neighboring communities. (**Shares Leadership & Builds Community**)
- Possesses strong communication and collaboration skills (**Builds Community**)
- Contributes to positive Forest Leadership Team dynamics (**Stewards the Whole Place**)
- Leads zoned organizations and multi-Forest projects through shared leadership (**Stewards the Whole Place**)
- Skilled in large scale, long-term strategic planning and can meet major milestones (**Stewards the Whole Place**)
- Creates a cohesive work environment that is safe, inclusive, and inspiring (**Builds Community**)

## **ABOUT THE FOREST**

### **Summary**

The Coconino National Forest has three Ranger Districts; Flagstaff Ranger District, Red Rock Ranger District, and the Mogollon Rim Ranger District. The Supervisor's Office and the Flagstaff Ranger District Office are located in Flagstaff, Arizona, the Red Rock Ranger District is located in Sedona, Arizona, and the Mogollon Rim Ranger District is located 70 miles southeast of Flagstaff, Arizona. The Coconino National Forest is adjacent to the Apache-Sitgreaves, Kaibab, Prescott, and Tonto National Forests. The Coconino National Forest is one of the most diverse National Forests in the country with landscapes ranging from the famous red rocks of Sedona to ponderosa pine forests, from southwestern desert to alpine tundra, and is part of the largest contiguous ponderosa pine forest in North America.

### **Key Focus Areas for the Coconino National Forest**

- Restoration
- Sustainable Recreation
- Partnerships
- Workforce

### **Coconino National Forest Vision:**

- Creation and maintenance of healthy, resilient landscapes.
- A cohesive team of employees who are motivated, passionate, and customer service oriented.
- Interdependent forests, communities, industries, and economies.
- Coconino National Forest employees connect the public to their lands through recreation opportunities, shared stewardship and education, and interpretation.

For additional Coconino National Forest information and photos, visit any of the following websites:

[www.fs.usda.gov/Coconino](http://www.fs.usda.gov/Coconino) [www.flickr.com/Coconinonationalforest](http://www.flickr.com/Coconinonationalforest)  
[www.twitter.com/CoconinoNF](http://www.twitter.com/CoconinoNF)

## **ABOUT THE AREA**

An office nestled in the pines at the base of the snow-capped San Francisco Peaks. A fire lookout perched above the sweeping and expansive Mogollon Rim. A workstation lodged between the towering red rocks of Sedona. Advance your career on the Coconino National Forest, home to the largest workforce in the Southwest region of the Forest Service and experience the stunning landscapes and rewarding challenges that face our employees on a day-to-day basis. The Coconino is staffed with a variety of employees: from recent graduates to experienced veterans full of institutional knowledge. Our passionate and open-minded employees work regularly with enthusiastic partner organizations and a large volunteer workforce to manage a challenging and stimulating workload throughout interconnected program areas. Fast-paced program work combined with a vast array of projects give employees of all background a chance to develop skills, accomplish rewarding tasks and find a strong sense of self-fulfillment.

National and international travelers make their way to the Coconino by the millions to not only see the stunning Red Rocks of Sedona and the world's largest ponderosa pine stand, but also to easily access the Grand Canyon National Park – one of the seven wonders of the natural world and only a quick drive from the northern boundary of the Coconino.

The abundance of recreational opportunities – and the growth of outfitter guide special use programs -- on the Coconino has created a wealth of job opportunities in various program areas. Dispersed camping along lakes and streams, OHV use along dusty trails and four-season tourism drive both developed and backcountry adventures throughout the Coconino.

The Coconino boasts one of the Southwest's largest fire programs. Crews staffed with fully qualified wildland firefighters provide an opportunity for initial attack experience, active prescribed fire program experience and a chance to promote forest restoration and community resiliency with the opportunity to travel from northern Arizona and the western United States.

Timber programs and the Four Forest Restoration Initiative drive large-scale ecological restoration across the northern Arizona landscape, and silviculture programs actively manage the forest as disturbance events shape the land. Archaeological history runs deep across the forest.

The biological diversity of the Coconino supports multiple active wildlife programs. Watershed and hydrological resources preserve the water access of the forest, and range experts are vital to local rangers and their livestock.

### **Housing:**

In Flagstaff's current housing market, the median sales price of a home is \$650,500. Private housing, rentals, and apartments are available but can be expensive as well. Government housing is limited and typically used for our temporary seasonal workforce.

Please note that Flagstaff is a wonderful place to live, but housing can be expensive and difficult to find. If you are interested in this position, you are encouraged to do your homework and learn what the area may have to offer you.

### **Weather:**

Flagstaff enjoys four distinct seasons. Moderate summer temperatures average twenty degrees less than Phoenix and are punctuated with afternoon rain showers in July and August. The winter brings an average annual snowfall of 99.5 inches, much to the enjoyment of skiers, ice skaters, and snowboarders. Flagstaff averages 283 days without precipitation each year, so it is not surprising that our residents love the great outdoors, and the mild climate encourages year-round outdoor activities.

### **Cultural Opportunities and Scenic Attractions:**

Flagstaff serves as the cultural hub of Northern Arizona and has a rich Native American history. Because arts and cultural activities enhance the quality of life and have an economic impact, the City supports these endeavors. Throughout the year, there are art shows, festivals, live theater performances, and Native American arts and crafts exhibits

to satisfy the most ardent enthusiast. The Flagstaff Symphony Orchestra, Lowell Observatory, and Museum of Northern Arizona are commonly visited attractions.

Known as the “City of Seven Wonders,” Flagstaff attracts millions of tourists each year due to its easy access to such scenic destinations as the Grand Canyon National Park, Sunset Crater, Walnut Canyon, and Wupatki National Monuments, Oak Creek Canyon, Meteor Crater, Route 66, Sedona, and the San Francisco Peaks.

### **Schools:**

Flagstaff Unified School District #1 has 9 elementary schools, 3 middle schools, 2 alternative schools, 5 magnet schools, and 3 high schools. In addition to the public school system, there are 10 charter schools run by private parties. These schools provide educational opportunities for children from kindergarten to high school. The schools specialize in everything from specific learning styles to programs focused on the Arts. The Coconino County Community College and Northern Arizona University campuses’ are located in Flagstaff.

### **Transportation:**

Flagstaff is a major crossroads for the west. Interstates 17 and 40 provide road access to major west coast markets, including San Francisco, Las Vegas, Albuquerque, El Paso, Los Angeles, San Diego, parts of Mexico, and of course, Phoenix and Tucson. US Highway 89 provides access to the states north of Arizona and Highway 180 provides access to the Grand Canyon.

Flagstaff also has two major railway companies that pass through daily Burlington Northern Santa Fe Railway and Amtrak. Bus services are available within the city. In addition, there are several taxicab companies. The Flagstaff Pulliam Airport provides frequent daily flights to and from Phoenix Sky Harbor International Airport.

Flagstaff also has a non-motorized urban trail network (FUTS) that connects areas of the city. The City has completed approximately 32.8 miles to date, with plans for 55 miles when complete.

### **Shopping:**

Flagstaff is a full-service community with many amenities to suit one's needs.

### **Medical Facilities:**

Flagstaff has an extensive array of medical facilities and resources in the areas of traditional, integrative and alternative healthcare. Flagstaff Medical Center is the Northern Arizona Regional referral center for trauma, cancer, rehabilitation, cardiac care, high-risk maternal/fetal, MRI/CT scans, and more. More than 148 physicians are on active staff at the hospital, representing 36 medical specialties.

### **Recreation:**

Flagstaff sports a multitude of outdoor and indoor recreation activities. Horseback riding, mountain biking, hunting, fishing, camping, hiking, cross-country skiing, downhill skiing, indoor pools, soccer, basketball, little league, baseball, softball, and volleyball, are available for all age groups at very little cost to the individual.

City of Flagstaff Parks and Recreation Department and the Flagstaff Athletic Center East and West offer numerous indoor and outdoor activities. In addition, there is an extensive Urban Trail System throughout the area connecting the city with the forest trails system.

Nearby National Parks and Monuments include the Grand Canyon, Montezuma Castle, Walnut Canyon, Monument Valley, Painted Desert, and Sunset Crater.

Thank you for your interest!

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**Supervisor's Office**  
**Flagstaff, Arizona**  
**Tribal Relations Program Manager**  
**GS-0301 /GS 11/12**



**120 Day Detail/Temp Promotion or Permanent Fill**

**Please respond by June 3, 2022**

Name: [Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Telephone Number: Work: [Click here to enter text.](#) Home: [Click here to enter text.](#)

Are you currently a federal employee? Yes  No

If yes, currently employed with: USFS  BLM  Other: [Click here to enter text.](#)

Type of appointment:  Permanent  Temporary  Term  VRA  PWD  Other

Current Region/Forest/District: [Click here to enter text.](#)

Current Series and Grade: [Click here to enter text.](#)

Current Position/Title: [Click here to enter text.](#)

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

- Persons with Disabilities
- Veteran Readjustments
- Disabled Veteran With 30% Compensable Disability
- Veteran Employment Opportunities Act of 1998
- Former Peace Corps Volunteer
- Intergovernmental Personnel Act
- Land Management Workforce Flexibility Act
- Other (Please Specify): [Click here to enter text.](#)

How did you hear about this outreach? [Click here to enter text.](#)

Please provide a statement of interest for this opportunity, attach your resume, and return this completed form to [Click or tap here to enter text](#). If you have questions about this position or the duty station, feel free to include them in your response.

We are incorporating hiring procedures that include the areas of emphasis that will meet USDA guidance and the executive orders to fill Tribal Relations positions with individuals who have deeper experience outside the Federal government working directly in Indian Country, to include knowledge and experience with treaties, cultural practices, Federal Indian law, and Tribal governments. The Forest has built a robust Tribal Relations Program over several years and seeks to incorporate USDA guidance in a way that will continue to allow us to build and enhance the Tribal Relations Program through deeper connections with Indian Country. **Please provide us with details about any or all of this knowledge and experience.**