



## THE TRUMAN COUNCIL

MO REGIONAL PLANNING COMMISSION FOR  
BARTON, JASPER, NEWTON, AND MCDONALD COUNTIES

417-208-9321  
107 N Jefferson  
Neosho, Mo 64850

Job Title: Environmental Planner

Location: Neosho, Missouri

About Us:

The Harry S Truman Coordinating Council (HSTCC) serves the local governments within McDonald, Newton, Jasper, and Barton counties in Missouri, utilizing federal and state grants to foster research, administration, and community outreach for regional benefit.

Job Summary:

We are seeking a dedicated Environmental Planner to join our team. This role demands a proactive, self-driven individual with a strong commitment to environmental stewardship and community involvement. The ideal candidate will be adept at public speaking, managing public and social media outreach campaigns, and actively participating in city council meetings and public forums.

The role requires a candidate who can consistently meet deadlines, conduct environmental reviews, and perform water testing in various weather conditions, including but not limited to fog, cloudy, sunny, partly cloudy, rainy, cold, hot, humid, and windy conditions. Fieldwork may require navigating difficult terrains, such as muddy, icy, or flooded areas, to ensure environmental monitoring remains consistent and accurate. The position includes mandatory weekly in-house meetings and performance evaluations at 30, 60, and 90 days.

Core Responsibilities:

- NEPA Compliance and Documentation: Complete all National Environmental Policy Act (NEPA) documentation requirements for projects receiving state or federal funding, including Exempt, CE, EA, and EIS classifications.
- Research and Data Analysis: Conduct data collection, research, documentation, and technical analyses to support environmental projects.
- Community Outreach and Engagement: Lead public outreach and stakeholder engagement activities, including hosting public hearings, forums, and social media campaigns to increase awareness of environmental initiatives.
- Grant Writing: Research, develop, and submit grant applications to secure state and federal funding for environmental projects.
- Environmental Monitoring: Conduct bi-weekly water sample collection at designated locations throughout Jasper and Newton County in various weather conditions.
- Public Involvement: Attend city council meetings, host public hearings, gather public input, and facilitate community engagement events to involve stakeholders in environmental projects.

- Project Implementation: Oversee the execution of projects such as a public food waste composting initiative and the development of a HUC-8 watershed plan in collaboration with local stakeholders.
- Stakeholder Collaboration: Maintain relationships with internal and external stakeholders, including business development partners and governmental agencies.
- Proposal Development: Assist in preparing scopes of work, fee proposals, and technical responses to Requests for Proposals (RFPs).
- Laboratory Oversight: Manage laboratory operations, ensure compliance with reporting and maintenance requirements set by the Department of Natural Resources, and market laboratory services.

#### Qualifications:

- Bachelor of Science (BS) or Bachelor of Arts (BA) in environmental planning, biology, environmental science, or a related field (or equivalent experience; degree may be substituted for two years of applicable work experience).
- Minimum of 1 year of experience in the environmental field, including NEPA reviews, fieldwork, permitting, laboratory settings, or other applicable roles.
- Strong understanding of NEPA documentation requirements and environmental regulatory compliance.
- Knowledge of laboratory settings and basic environmental testing methods.
- Understanding of environmental issues relevant to Southwest Missouri and the ability to develop creative solutions for local environmental challenges.
- Expertise in environmental issues, including but not limited to climate change, water and soil pollution, food waste, deforestation, greenhouse gases, active transportation, animal agriculture, permaculture, and renewable energy technology.

#### Required Skills & Attributes:

- Excellent organizational skills – must manage multiple projects over extended periods while keeping well-organized files, workspaces, and correspondence.
- Ability to meet deadlines – must be able to prioritize tasks and complete work in a timely manner.
- Passion for environmental issues – strong understanding of current environmental challenges and their root causes.
- Community-driven mindset – must prioritize helping communities and the environment above all else.
- Motivated to work in a non-profit setting with a strong sense of responsibility and independence.
- Exceptional public speaking skills – must be comfortable speaking in front of large groups, including government officials, stakeholders, and community members.
- Proficiency in consulting practices, conducting NEPA and other environmental analyses, and preparing detailed documentation.
- Strong research and analytical skills, particularly in ecology, habitat assessment, and regulatory compliance.
- Technical proficiency with GIS software, Microsoft Excel, Adobe Creative Suite, and other industry-relevant tools.
- Comfortable using digital tools for social media outreach and public engagement campaigns.
- Ability to work in various weather conditions, including but not limited to fog, cloudy, sunny, partly cloudy, rainy, cold, hot, humid, and windy conditions. Must be prepared for physical fieldwork in diverse terrains.
- Required attendance at weekly in-house meetings.

#### Salary:

Compensation will be determined by the approved salary scale, ranging from \$43,000 to \$54,000, commensurate with experience and qualifications.

Additional Information:

- This position involves a hybrid work environment, alternating between office work and fieldwork. Candidates must be prepared for physical activities such as wading in rivers, hiking in remote areas, tree planting, kayaking, or lifting equipment up to 100 lbs.
- Use of a personal vehicle is required for travel to remote fieldwork locations (mileage reimbursement provided at the federal mileage rate).
- Occasional overnight travel will be necessary for trainings, meetings, and workshops, which may extend up to a week at a time.
- Performance evaluations will be conducted at 30, 60, and 90 days to ensure continuous improvement and alignment with job expectations.

Application Instructions:

Interested candidates should submit a resume, cover letter, and three professional references Dr. Carrie Campbell, Executive director by email [ccampbell@hstcc.org](mailto:ccampbell@hstcc.org). Applications will be reviewed on a rolling basis until the position is filled.

Equal Employment Opportunity Statement:

The HSTCC is an equal employment opportunity employer. The Organization employs, retains, promotes, terminates, and otherwise treats all employees and job applicants without regard to their sex, sexual preference, race, color, religion, national origin, age, marital status, disability, or any other characteristic protected by law. (08062018)

February 27<sup>th</sup>, 2025  
DATE