

POWESHIEK COUNTY JOB DESCRIPTION

Department: Conservation

Title: Executive Director

FLSA: Exempt

Date: June 2023

Reports To: Conservation Board

PURPOSE

Performs such duties as defined by Section 350 of the Code of Iowa. Performs a wide variety of professional and administrative duties related to the management/maintenance of county parks and wildlife areas. Coordinates, plans, and administers conservation and recreation programs in the county under the directive of the Conservation Board. Performs related work as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Attends all County Conservation Board meetings; prepares agendas; submits bills for payment; takes minutes; carries out directives and policies established by the Board. Advises the Board on conservation, recreation, and related program practices.

Prepares, discusses, and justifies program budgets before the Conservation Board and Board of Supervisors; works within the approved departmental budget. Maintains all departmental records and files.

Annually outlines and recommends to the Board a program of administration, development, maintenance, and operation for each fiscal year, including cost estimates.

Prepares an annual report for the Poweshiek County Board of Supervisors as outlined by Section 350 of the Code of Iowa.

Manages the procurement, maintenance, and dispersal of County Conservation property.

Develops, oversees, implements, and evaluates site plans, comprehensive plans, annual plans; prepares reports of accomplishments; prepares grant applications for submission to appropriate agencies to obtain financial assistance for specific developmental or land acquisition projects.

Supervises and participates in daily and seasonal program operations of buildings and grounds maintenance.

Employs, with Conservation Board approval, employees necessary for proper and efficient

operations. Coordinates, schedules, and delegates responsibility to effectively administer various program components.

Coordinates the efforts of citizen support groups. Serves on various program committees including Ducks Unlimited, Pheasants Forever, Isaac Walton League, etc. Interfaces with individual citizens and with citizen groups to provide educational services, provide information regarding resources, and answer questions. Advises local landowners about conservation issues, tree planting, and habitat development. Communication may be in person, by phone, mail, or email.

Patrols parks and wildlife areas to maintain order and enforce county, state, and federal statutes pertaining to Conservation Board programs and services.

Inspects facilities and premises to ensure that such areas are maintained in a safe and attractive manner and enforces rules and regulations. Acts as field leader in maintenance, operation, and development activities, and operates and maintains field equipment required for natural resource management.

Develops and applies departmental policy and operating procedures under the Conservation Board and Iowa Code guidelines.

Attends regional and statewide meetings to keep abreast of legislative and related changes that impact conservation and recreation programs; represents the Conservation Board at public meetings.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from a four-year college or university with major course work in natural resources, outdoor recreation, or a related natural science field and five (5) years of experience in natural resource management and/or program administration or equivalent training and experience.

RECOMMENDED TRAINING AND CERTIFICATIONS

Training and subsequent certification in the following program areas: landscape planning and care, turf grass management, woodland management, firearms and boater safety, financial grants and aid, wildlife management, personnel management, first aid/C.P.R. certification, and Commercial Motor Vehicle Operator's License issued by the Department of Transportation.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Field work will be required and involves the use and maintenance of trucks, tractors, mowers, augers, tree planters, trailers, tree trimmers, chain saws, boats, motors, sprayers, various jigsaw, circular, table, radial arm saws, routers, grinders, sanders, painting equipment. As an example:

lifting, carrying objects is required (bags of sand weighing 60 lbs.). Regularly uses a variety of hand and power tools in various mechanical, welding, maintenance and agricultural work, roofing materials, tree, and plant seedlings. Clerical and related administrative support work performed involves record keeping, office management and equipment operation capabilities generally associated with these functions.

This individual is required to pass a pre-employment physical, drug screen, and complete a Job Placement Assessment (JPA).

Cognitive Demands

Comprehension of the systems, methods, archeology, police science or related subjects applicable to natural resource, park and recreation management and administrative practices for accomplishing the requirements in parks and conservation areas; capacity to apply abilities and subject matter knowledge in resolving problems; analyze work problems effectively and supply sound judgment in their solution; knowledge of organizations and agencies concerned with natural resource management, education, conservation, water quality, etc.; ability to prepare news releases, fliers and related publications, operate visual aid equipment; supervise daily and seasonal program operations, develop, oversee and implement site plans, comprehensive plans and prepare annual reports; coordinate, schedule and delegate responsibility, oversee the recruitment, training and supervision of support personnel; prepare, discuss, justify and work within a budget; develop and apply policy and procedures under the Board and code guidelines. Sensory requirements include numerical/clerical and form perception, visual and sound perception, and color perception.

Language Ability & Interpersonal Communication

Knowledge of natural resources, cultural history, and recreation. Knowledge of such natural resources program components as fisheries, wildlife, forestry, agronomy, grasslands, aquatic ecosystems. Ability to comprehend, analyze, interpret, and explain conservation principles, practices, and laws. Ability to plan, develop and evaluate programs appropriate for the needs, wants and desires of the citizens. Ability to develop short- and long-range goals, set objectives and strategies to implement them. Ability to communicate orally and in writing effectively to groups and individuals in formal and informal situations. Ability to handle complaints and respond to emergency situations courteously and responsively and be tolerant and respectful of differing opinions. Conceptual and practical knowledge of civil engineering and design functions, property management, accounting, mechanical, electrical, and related trade repair work, biological sciences, budgeting, and personnel management. Computer literacy, utilization of various technical resource materials, manuals, etc.

Environmental Adaptability

Regular exposure to temperature extremes according to the season of year. Regular exposure to occupational hazards involved in operating a variety of mechanical equipment, hand, and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations etc.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Board Chairman

Date

Poweshiek County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.