

**Page County
Clarinda, Iowa
Job Description**

Job title	Conservation Executive Director	Reports to: <i>County Conservation Board</i>	FLSA category: Exempt, Refer to Employee Personnel Policy
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Job purpose

- The Director serves as the chief advisor to the Board and is responsible for developing the Board's strategic plan. Under general supervision of the County Conservation Board, the director is responsible for programs, parks, wildlife areas and all staff. Responsible for all administrative activities of the Conservation Board program, including budget preparation, annual reports, personnel, equipment, property, prepare for monthly Board meetings, financial record keeping, purchasing, maintain Conservation Board office and record keeping. Supervise and work with field staff in the maintenance of duties of the Conservation Board parks and wildlife areas. Provide information to the public and prepare and present public relations programs. **Responsible for all law enforcement activities in the County parks and Conservation Board Areas; responsible for Park Officer and also conduct routine patrol and storm watch.**

Duties and responsibilities

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

- Administer Conservation Board activities, including budgets, grants, agendas, financial record keeping, planning, purchases, equipment and property.
- Maintain 6 park and wildlife areas.
- Perform diverse tasks associated with planning, development, and maintenance of the county's parks, trails, wildlife areas, and equipment.
- Responsible for recreational programs and the enhancement of wildlife habitat for public lands.
- Present educational programs to various groups both students and adults on wildlife and wildlife conservation and other subjects associated with parks, trails, and land conservation.
- Search for grants and grant writing.
- Maintain County Conservation Office.
- Plan, supervise and coordinate work with all staff in maintenance and construction.
- Inform Board of all county, city, state and federal policies and statutes and ensure compliance and represent Conservation Board and act as a liaison between Board members and various agencies.
- Follow Iowa Code, Chapter 350, dealing with County Conservation Boards.
- Some weekend, evening, and holiday work may be required.

Qualifications

Must comply with minimum requirements established by the Iowa Law Enforcement Academy and Chapter 80 of the Iowa Code for Peace Officers, Bachelors of Sciences degree in a Natural Resources field from an accredited college or university or a 2 year degree in a Natural Resources field plus 2 years of experience, and must be pesticide application certified or be able to attain within 6 months.

Specialized Knowledge, Skills and Abilities

Knowledge in

- administrative skills
- financial record keeping
- public relations
- operation of maintenance equipment and maintenance techniques
- natural resource management in areas of wildlife, fisheries, forestry, parks

Capacity to operate and maintain a wide variety of vehicles, and equipment in the work in Conservation Board Areas. Application of natural resources study into practical use in the field. Interpersonal skills used in monitoring, evaluating, responding to issues dealing with law enforcement and emergency situations.

Ability to communicate with a wide variety of audiences both by the written word and orally. Ability to develop a short and long-range budget, analyzing trends in park, recreation, wildlife management, fisheries management and forestry. Prepare plan of work that takes into account construction costs and liability exposure as well as cost – benefit analysis.

Certification

Valid Iowa driver's license and proof of insurance is required.
Valid gun permits or be able to attain permits to handle and use a semi-auto pistol.
Valid Commercial Pesticide License

Working conditions

The work environment will vary with duties that require both indoor/office and outdoor work. Work outdoors can be expected at various times of the year under a variety of different weather situations including inclement weather as well as hot, cold, wet, dusty, dirty, noisy, fummy, snowy conditions. Indoor work is in a typical office setting and involves various office equipment including 10-key calculator, copy machine, fax, and computer literacy. Irregular hours including weekends, holidays, and special events with the subject to call 24 hours/day are the norm.

Physical requirements

Works in the office in normal office environment with extensive time at park sites where uneven surfaces are encountered. Operating hand tools and other equipment which may involve ascending and descending ladders, using large mowers, trimmers, and other maintenance and construction equipment. Frequently moves and positions materials weighing up to 75 pounds. Frequently must position self to accomplish variety of outdoor tasks. This position requires a person to be able to stand, sit, walk, use hands, fingers, handle, and feel. It requires a person to be able to reach with hands and arms, climb and balance, and stoop, kneel, crouch, and crawl. This person must be able to work in common weather conditions such as heat, cold, and inclement weather.

Direct reports

Office Manager and Seasonal Help.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

updated by Melissa 5/30/19