

Mahaska County Conservation Board

Job Description

Executive Director

Date Adopted: March 5, 2020

Position Description Summary:

- The Executive Director position is a full-time exempt, at will employee of the Mahaska County Conservation Board. This position shall have a probationary period of six (6) months commencing on the date of hire or appointment as law enforcement officer if Iowa Law Enforcement Academy (ILEA) certified or terminating nine (9) months following the date of successful completion of training at the ILEA if required. The Executive Director position carries out a wide variety of administrative duties related to the management of parks, recreation and wildlife areas. Coordinates, plans and administers conservation and recreation programs in the county at the discretion of the County Conservation Board; according to the Iowa Code Chapter 350.

Education and Experience Requirement:

- Graduation from an accredited four-year college or university, preferably with a major course work in natural resources, outdoor recreation, public administration or a related natural science field and four years' experience in natural resource management and/or program administration.

Required Special Certification Requirements:

- Must have a valid Iowa driver's license and dependable transportation.
- Must have or be able to acquire within one (1) year of hire:
 - The ability to acquire Class B CDL,
 - Iowa Commercial Pesticide Applicator Certification Category 6,
 - Basic Wildland Firefighter (S-130), Introduction to Wildland Fire Behavior (S-190) and Intermediate Wildland Fire Behavior (S-290) NWCG certifications.
 - Chainsaw Safety certification,
 - CPR, First Aid, AED certification,
 - Boating Safety certification,
 - Canoe and Kayak certification,
 - NWS Weather Spotter certification,
 - Wilderness First Aid certification,
 - Iowa Hunter Education Instructor,
 - Iowa Fur Harvester Education Instructor.
- Helpful but not required
 - Iowa Law Enforcement Academy Law Enforcement Certification.

Knowledge, Skills & Abilities:

- **Administrative Skills**
 - Prepare, discuss, justify, and work within a budget,
 - Establish and maintain effective working relationships with groups, organizations, the general public, and colleagues,
 - Coordinate, schedule, and delegate responsibility to effectively administer various program components,
 - Procure and manage Conservation property,
 - Develop, oversee, implement and evaluate site plans, comprehensive plans, annual plans and annual report of accomplishments,
 - Analyze work problems effectively and supply good sound judgment to their solution,
 - Supervise and coordinate daily and seasonal programs, public relations and other activities,
 - Effectively develop and apply policy and procedure under Conservation Board and Code guidelines,
 - Organize and conduct fundraising and grantsmanship activities,
 - Create and coordinate the efforts of citizen support groups.

- **Communication Skills**
 - Ability to handle visitor and public complaints and emergency situations courteously and responsively and to be tolerant and respectful of differing opinions,
 - Ability to prepare news releases, fliers and other basic publicity,
 - Ability to work with and cooperate with other officials, private agencies, and organizations.

- **Program Development, Presentation and Public Educational Skills**
 - Plan, develop and evaluate programs appropriate for needs, wants and desires of the county,
 - Develop short and long-range goals, set objectives and strategies to implement these goals,
 - Knowledge of environmental and conservation education principles and concepts,
 - Ability to find resources to expand knowledge and program development.

- **General Skills**
 - Knowledgeable in the use and maintenance of trucks, tractors, mowers, tree planters, trailers, chain saws, boats, motors, sprayers, native grass drills, all shop equipment and hand tools,
 - Knowledge of Government processes,
 - Must be able to withstand prolonged exposure to all types of weather conditions,
 - Must be creative, resourceful and flexible,

- Must be able to work long unexpected hours with an irregular schedule,
 - Must be able to grow and stay current in the field,
 - Must possess a sincere appreciation, respect and love for the outdoors and the natural environment,
 - Ability to communicate orally and in writing effectively to groups and individuals in formal and non-formal situations,
 - Ability to operate computers, audiovisual, photographic and other equipment necessary for program development,
 - Ability to push, pull and lift 75lbs.
- Knowledge of Natural Resources, Cultural History and Recreation
 - Basic field identification and natural history of native plants and animals,
 - Knowledge of ecological principles,
 - Knowledgeable in all areas of outdoor recreation and sporting skills,
 - Knowledgeable of organizations and agencies concerned with conservation, natural resource management, education, and water quality etc.,
 - Ability to comprehend, analyze, interpret ,and explain conservation laws, principles and practices,
 - Knowledgeable in land acquisition procedures and techniques.

Specific Duties:

All duties performed in this position may not be listed. Other skills and duties may be required and assigned.

- Prepare monthly Conservation Board agenda, attend monthly board meetings, assist the chair in the function and conduct of the meetings as requested, records and stores minutes,
- Submits bills for payment, reviews employee timesheets and provides to auditor office every two weeks, carries out Conservation Board correspondence,
- Submits to Conservation Board at each monthly meeting a report of the field operations, administrative activities, and financial status of the conservation fund,
- Annually outlines and recommends to the Conservation Board a program of administration, development, maintenance, and operation of each budgetary year, including an estimate of cost,
- Under policy direction from the Conservation Board exercises considerable judgment/discretion in meeting program objectives,
- Present and explain the budget, as approved by the Conservation Board, to the public, various groups, and the Board of Supervisors each year,
- Employs, upon approval by the Conservation Board of such positions, assistants, and employees necessary for proper and efficient administration, for development of and for the maintenance and operation of such property and facilities as may be acquired by the Conservation Board,
- Directs the field staff in maintenance of the county conservation areas, keeps the Conservation Board informed of all projects occurring in/on areas,

- Keeps well informed on trends, procedures and philosophies in outdoor recreation, to be knowledgeable on the design and development of park facilities, to be knowledgeable and active in the preservation and rehabilitation of natural resource areas, to be generally knowledgeable of national and state programs and specifically knowledgeable of local programs affecting natural resources and human use of these programs and to periodically report to the Conservation Board the results of research and investigation in the above mentioned areas,
- Sees that county, state and federal statutes are adhered to in all Conservation Board activities,
- Patrols parks and wildlife areas to maintain order, coordinating enforcement activities on county areas,
- Attends regional and statewide meetings to keep updated on current information pertaining to conservation and recreation programs, represents the Conservation Board at public meetings,
- Responsible for all record keeping, preparing of reports, grant writing and fundraising for conservation programs and is familiar with the bidding process as required by county and state procedures,
- Works with the County Assessor's office in inspecting and approving Timber Reserve applications from landowners in Mahaska County,
- Assists employees with planning of and carrying out annual native grass burns on areas,
- Regularly meets with the Board of Supervisors for department update and willing to be appointed to county committees,
- Responsible for safety training for employees,
- Responsible for all receipts collection, including counting and depositing funds and recording and coding all incoming monies,
- Acts as a consultant to landowners regarding timber and forestry management, wildlife habitat and related conservation issues.

Hours of Work:

Generally, 40 hours per week during a seven (7) day period. May be required to work additional hours on weekends or during the week.

Special Requirements:

Ability to successfully complete all pre-employment requirements such as a criminal background check and pre-employment physical including drug screening.

Mahaska County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and position incumbents to discuss accommodations with Employer.