

## **Job Description – O’Brien County Conservation Board Director**

### **DESCRIPTION**

The O’Brien County Conservation Board is hiring a Director that is under the supervision of the O’Brien County Conservation Board members, serves as the chief executive officer, and is responsible to plan, coordinate, direct, and oversee all aspects of the County Conservation Board program and department. The Director oversees the administration of the Conservation Board staff. The Director manages all property in the conservation system, according to Iowa Code Chapter 350. The Board prefers the Director serves as a peace officer for O’Brien County owned and managed properties (Iowa Law Enforcement certification or obtain certification within one year of employment).

The O’Brien County Conservation Board offers a diverse outdoor recreation program providing a variety of program activities. The Board operates and maintains 942 acres located throughout O’Brien County. The Conservation Board maintains forty-nine (49) buildings, one (1) nature center, and four (4) campgrounds.

### **HEADQUARTERS**

Prairie Heritage Center, 4931 Yellow Avenue, Peterson, Iowa.

The Director must live within 30 miles of the Prairie Heritage Center for emergency response.

### **STARTING SALARY**

\$58,000 – \$69,372 annually with full benefits.

Position will require non-typical, non-standard hours – evening and weekend work will be requested.

Introductory Period: Probationary period ends at 6 months.

### **SUPERVISION RECEIVED**

The Director is under the immediate supervision of the O’Brien County Conservation Board members.

### **SUPERVISION EXERCISED**

The Director oversees the O’Brien County Conservation Board staff.

### **DUTIES AND RESPONSIBILITIES**

- Administers Conservation Board activities.
- Prepares and maintains the Conservation Board budget, minutes of all Conservation Board meetings.
- Prepares and maintains Conservation Board bills, meeting agendas, Board meeting preparation and financial reports.
- Responsible for monthly monitoring of Conservation Board budget and sees that expenditures do not exceed the approved fiscal year budget.
- Supervises staff (Assistant Director, Operations Supervisor, Park Rangers, Naturalist and part-time help)
- Provides information to the public and public relations programs.

- Responsible for all law enforcement activities in County parks; conducts routine patrol of parks and storm watch, if appointed as a law enforcement officer.
- Writes and completes grant applications for Conservation Board projects; supervises the project and maintains all records required.
- Responsible to make sure the Conservation Board meets all county, city, state and federal policies and statutes.
- Sees that all Conservation Board employees meet mandatory training requirements.
- Maintain records of licenses and certifications of all Conservation Board employees, including law enforcement certification.
- Responsible for enforcing park rules and regulations.
- Director works with staff on park maintenance as needed.
- Direct assists staff in prairie grass/forb establishment, prairie maintenance, seed harvest and prescribed burns.
- Director supervises construction projects.
- Director attends meetings as required to represent the Conservation Board.
- Director purchases equipment and supplies within the Conservation Board.
- Responsible to organize and conduct Iowa Hunter Education Safety classes.
- The Director maintains the O'Brien County Conservation Board's website and MyCountyParks.com webpage.
- These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned by the O'Brien County Conservation Board members.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL TASKS**

- Applicants must have a Bachelor of Science college degree majoring in natural resources, wildlife, fisheries, outdoor recreation or a related field (or acceptable amount of experience in lieu of Bachelor's Degree).
- At least three years of full-time experience in the natural resource field.
- Prefer an Iowa Law Enforcement certification or willingness to obtain certification within one year of employment; comply with the minimum requirements established by the Iowa Law Enforcement Academy and Chapter 80 of the Iowa Code for Peace Officers; pass the physical agility test and the psychology test established by the Iowa Law Enforcement after appointment.

### **SKILLS AND ABILITIES**

- Must have excellent public speaking skills.
- Must have excellent communication skills.
- Must have excellent supervisory skills & ability to manage staff successfully.
- Must have knowledge in administration skills, budget management, financial record keeping, public relations, and knowledge pertaining to the operation and maintenance of equipment.
- Must have knowledge of natural resource management in areas of wildlife, fisheries, prairie management, forestry, and parks.
- Must have basic field identification and natural history of native plants and animals in Iowa.
- Must have knowledge to efficiently use the following computer programs: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Adobe Acrobat and the accounting program Quick Books.

## **PHYSICAL DEMANDS**

- Ability to routinely stand, sit, walk, operate office and hand tools, kneel, stoop, balance, and climb; ability to routinely lift 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Pre-employment physical is required.

## **SPECIAL REQUIREMENTS:**

- Have or obtain a valid Iowa driver's license and insurable under the County liability coverage
- Have or obtain certification of successful completion of CPR training.
- Have or obtain certification in basic first aid.
- Have or obtain S130/S190 Wildland fire certification.
- Have or obtain Iowa Hunters Education Instructor certification.
- Have or obtain commercial pesticide applicators license.
- Successful candidate will be required to pass a post-offer physical, drug screen and background check.

Law enforcement certification is preferred. The following is required for a law enforcement appointment:

- Applicant must be a U.S. citizen.
- Must become a resident of Iowa upon appointment.
- Must never have been convicted of a felony.
- Must comply with the minimum Iowa Peace Officers requirements established by the Iowa Law Enforcement Academy and Chapter 80 of the Iowa Code for Peace Officers.
- Must be at least 21 years of age and not exceed age 65 on date of appointment.

## **APPLICATION PROCESS**

- Please send application, resume and cover letter to O'Brien County Conservation Board at 4931 Yellow Avenue, Peterson, Iowa, 51047. Applications will be accepted through January 1, 2021.