

Tama County Conservation Director

Reports to: Conservation Board

Department: Conservation

FLSA Status: Full-Time/Exempt

Date: 09/05/2023

POSITION SUMMARY

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 of parks, recreation and wildlife areas. Coordinates, plans, and administers conservation and recreation programs in the county at the directions of the County Conservation Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Must be able to pass a pre-employment background check and provide a driving record acceptable to Tama County's Insurer.

Attends all Board meetings, prepares agenda, submit claims for payment, and carries out directives and policies established by the Conservation Board. The Director will advise the Board on conservation, recreation and related program practices.

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

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

Manages the procurement, maintenance and dispersal of Conservation Board Property.

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

Supervise/participates in daily and seasonal program operations including buildings and grounds maintenance, coordination of program workers, and public relations. Works with the Maintenance Supervisor/Park Ranger to discuss short term maintenance needs and general approach to meet these needs. Plans maintenance projects with the Maintenance Supervisor/Park Ranger.

Supervises and oversees the work of the Naturalist/Park Ranger in providing programs and environmental education.

Employs with Conservation Board approval, staff necessary for proper and efficient operation. Coordinates, schedules and delegates responsibility to effectively administer various program components. Provides or delegates a process to provide adequate training for seasonal employees. This includes hiring, termination, grievance procedures and coordinating employee training.

Coordinates special events, efforts of citizen support groups. Works with committees that relate to the programs and facilities of the Conservation Board. Specific programs such as the Nature Center Fundraiser, Ike's Tract Planning Committee, Watershed Management Plan Team. Interfaces with individual citizens and with citizen groups to provide educational services, provide information regarding resources, and answer questions.

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, enforces rules and regulations.

Develops and applies departmental policy and operation procedures under 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

Graduation from a four (4) year college or university with major course work in natural resources, outdoor recreation, or a related natural science field and two (2) years of experience in natural resources management and or program administration or equivalent training and experience. The Conservation Board may change these requirements as needed.

USEFUL TRAINING AND CERTIFICATIONS

Training and subsequent certification where applicable in the following program fields: landscape planning and care, turf grass management, woodland management, firearms and boater safety, financial grants and aide, wildlife management, and personnel management. Commercial chemical applicator license by the Department of Agriculture, CPR certification, CDL, Peace Officer certified by ILEA, and Hunter Education.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk and hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

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 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, Microsoft Office program, utilization of various technical resource materials, manuals, etc.

Environmental Adaptability

Regular exposure to temperature extremes according to the season of year. Exposed to toxic agents, dust, odors, noise, vibrations etc.

EMPLOYEE POSITION ACCEPTANCE

I have thoroughly discussed the education, work experience and special requirements related to this position with the Conservation Board and fully understand what is required in this position. I hereby accept this position and agree to perform the tasks required.

Employee

Board Chairman

Date

Date

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