

**WOODBURY COUNTY
POSITION DESCRIPTION**

Name: _____	Department:	County Conservation Department
Title: County Conservation Executive Director	FLSA Designation:	Exempt
Effective Date March 2017	Reports to:	County Conservation Board

Purpose:

Under general direction of the Conservation Board, develops, directs and evaluates the administrative, recreational and educational services, operations and maintenance, capital development and improvement programs for the Board. Serves as Chief Administrative Officer. Supervises designated personnel. This position is under the direct authority of the County Conservation Board.

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.

- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed
- Coordinating, directing, and organizing the human, physical and financial resources of the department to efficiently and effectively accomplish the maintenance, improvement and development of county park and conservation areas and educational programs
- Supervises management staff and exercises responsibility for all other department employees
- Responsible for hiring and discipline of all departmental employees
- Review and document employee performance in relation to County and department goals and expectations
- Oversees enforcement of park rules, state and local laws and ordinances
- Communicates effectively and tactfully with the public, both individually and in groups
- Recommends appointment of department peace officers and cooperates with other law enforcement agencies
- Develops, recommends, and manages annual department budgets in a fiscally responsible manner
- Develops long range plans and makes recommendations concerning acquisitions, development and purchases
- Writes, coordinates and administers grants and supplemental funds to assist department programs
- Maintains effective working relationships with staff; other county departments; local, state and federal agencies; and private organizations
- Researches and prepares a variety of reports including an annual report of department activities
- Verifies and approves all departmental payrolls, claims and expenditures
- Prepares the agenda for each Board meeting and assists the President in the functions of the meeting
- Maintains certifications and keeps current on trends and developments in areas of responsibility
- Develops specifications, secures bids, and negotiates contracts
- Develops and manages the natural resources of the department
- Travel required for training and conference related to position of Director
- Accountable to understand and implement True Speak process
- Attendance is required

Non-Essential Functions and Responsibilities:

- Performs various other duties relating to scope of responsibility as assigned by the County Conservation Board

Minimum Education and Experience Required to Performing the Essential Functions:

- Bachelor degree from an accredited college or university with major course work in park administration, fish and wildlife biology, or a related conservation field, and five (5) years administrative or management experience in parks or conservation programs. Master degree in Public Administration or related field preferred
- Ability to understand the natural resource and recreation needs of the community and formulate recommendations for the acquisition and development of public resource lands, facilities and programs to meet those needs
- Knowledge of all policies, methods, procedures and regulations of the conservation board as well as state laws
- knowledge of material, methods and techniques utilized in construction and maintenance activities
- Knowledge of the principles and practices of public and business administration, supervision and management technique
- Thorough knowledge of current literature, trends, and development in the fields of conservation, parks and recreation
- Ability to communicate effectively orally and in writing
- Ability to develop long range plans, organize work schedules and direct subordinates
- Ability to maintain discipline and motivate staff
- Knowledge of computer skills to effectively operate Microsoft Office and Arc View software
- Ability to use tact in handling delicate and sensitive public relation problems
- Ability to analyze and evaluate the opinions of the public and special interest groups
- Ability to make financial determinations on budgets and expenditures
- Skill necessary to objectively evaluate Board programs, operations and facilities; proficient organizational skills

County Conservation Executive Director Description March 2017

- Ability to handle stressful situations

Minimum Education and Experience Required to Performing the Essential Functions: (continued)

- Satisfactory driving record and possession of a valid Iowa Driver's License
- Basic First Aid and CPR certification
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen, hearing screen/test and Iowa DOT drug screen prior to employment

Mental and Physical Competencies Required to Perform Essential Functions:

Language Ability

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

Behavior Skills

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required

Reasoning Ability

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardizes situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

Equipment Used

Ability to skillfully and safely operate and maintain a variety of heavy equipment, vehicles and power tools, and performs and directs maintenance duties in the park district. Knowledge of computer skills to effectively operate Microsoft Office and Arc View software. Possess knowledge of general office equipment and procedures, computer, typewriter, printers, calculator (10 key), copier, mail process machine and including ability to type rapidly and accurate proofreading. Possess knowledge of anything relating to County Conservation system. Physical ability to work with hands, to stand for extended periods, to perform routine heavy manual labor routine (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) and operation of motor vehicles and equipment

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 25-40 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision 20" or less to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English. Attendance required
In some occasions there could be physically mobile work requiring operation of motor vehicles and equipment.

Environmental Adaptability

Work is performed in all environments and has exposure to all environmental issues. The employee on occasion is subject to adverse environmental conditions.

Special Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Basic First Aid and CPR certification. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen, hearing screen/test and Iowa drug screen

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 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 understand that my attendance is required. 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

Department Head

Date

Woodbury 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.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.