

Job Description – O’Brien County Conservation Board Director

Position Title: O’Brien County Conservation Board Director

Department: O’Brien County Conservation Board

Reports to: O’Brien County Conservation Board

FLSA Designation: Exempt Salary

FT/PT Status: Full-time

DESCRIPTION

The O’Brien County Conservation Board Director (hereinafter “Director”) is under the supervision of and reports to the O’Brien County Conservation Board members (hereinafter the “Board”). The Director serves as the chief executive officer of the O’Brien County Conservation Board Department (hereinafter the “Conservation Department”) and is responsible to plan, coordinate, direct, and oversee all aspects of the Conservation Department programs and activities pursuant to the bylaws, rules, regulations, policies, and directions of the Board. The Director supervises the Board staff within the Conservation Department. The director may serve as a law enforcement officer for O’Brien County owned and managed properties (Iowa Law Enforcement certification).

SUPERVISION RECEIVED

This position is under the immediate supervision of the Board.

SUPERVISION EXERCISED

The director oversees the Board staff, volunteers, seasonal employees and independent contractors.

DUTIES AND RESPONSIBILITIES (non-exhaustive list)

- Oversees all daily operations of the Department.
- Administers Conservation Department activities, programs, County park and conservation areas.
- Oversees preparation of the Department budget.
- Oversees preparation and maintenance of documents for the Board meetings including but not limited to, Department bills/claims, meeting agendas, supporting documents and financial reports; assists the President of the Board in the functions of the meeting.
- Responsible for monthly monitoring of Department budget and sees that expenditures do not exceed the approved fiscal year budget; manages the budget in a fiscally responsible manner.
- Supervises Department staff consistent with applicable personnel policies of the Department; provides managerial direction to Department staff; provides training and development of staff as appropriate; fosters an environment of cooperation.
- Provides information to the public and public relations programs to promote public awareness, support, and program participation.
- Responsible for all law enforcement activities in County parks; conducts routine patrol of parks and storm watch, if appointed as a law enforcement officer.
- Makes recommendations to the Board regarding appointment of Department peace officers; coordinates with county and local law enforcement.
- Identifies, secures, and maintains funding sources;
- Oversees the preparation of grant applications for Department projects; supervises the project and oversees the maintenance of all records required.
- Responsible to make sure the Department and Board meets all county, city, state and federal policies and statutes.

- Sees that all Department employees meet mandatory training requirements.
- Maintain records of licenses and certifications of all Department employees, including law enforcement certification.
- Responsible for enforcing park rules and regulations.
- Works with staff on park maintenance as needed.
- Assists staff in prairie grass/forb establishment, prairie maintenance, seed harvest and prescribed burns.
- Supervises construction projects.
- Attends meetings as required to represent the Department/Board.
- Purchases equipment and supplies within the Department consistent with any applicable purchasing policy.
- Responsible to organize and conduct Iowa Hunter Education Safety classes.
- Oversees the Department's website and MyCountyParks.com webpage.
- Oversees and assists with weekly deposits, quarterly excise tax and fuel tax claim submission.
- Advises the Board on conservation/recreation practices, long-range and strategic plans, and policies and procedures; keeps the Board informed of all conservation operations.
- Manages and maintains Board assets and real property consistent with applicable laws and Board policies.

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.

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.
- Must have ability to maintain discipline/accountability and motivate staff.
- Must have ability to appropriately handle stressful/sensitive/delicate situations.

PHYSICAL DEMANDS

- Ability to routinely stand, sit, walk, operate office and hand tools, kneel, stoop, balance, and climb; ability to routinely lift 50 pounds.
- 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 applicable 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.
- Ability to skillfully and safely operate and maintain a variety of heavy equipment, vehicles and power tools.
 - Ability to adapt to all environmental issues. The employee on occasion is subject to adverse environmental conditions.
 - 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 certification.
- Successful candidate will be required to pass a post-offer physical, drug screen and background check.

SPECIAL REQUIREMENTS FOR DIRECTOR AS LAW ENFORCEMENT OFFICER:

- 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.
- Have knowledge of the Iowa Criminal Code, Iowa Traffic Code, Rules of Civil Procedures, judicial system, and department policies and standard operating procedures.
- Have knowledge of federal, state, and local laws and regulations pertaining to conservation and natural resource management.
- Have knowledge of the principles and practices of modern law enforcement.
- Have knowledge of the constitutional rights of citizens.
- Have knowledge of proper investigation principles, practices, and techniques.
- Skill and proficiency in the safe use of firearms.
- Skill in the techniques utilized to subdue violent or uncooperative people.
- Ability to apply knowledge of law enforcement methods, procedures, and techniques to specific situations.
- Ability to meet physical and psychological standards as set forth by the Iowa Law Enforcement Academy.
- Ability to meet the minimum requirements as set forth in Iowa Administrative Code 501 Chapter 2. Uncorrected vision of not less than 20/100 in both eyes, corrected vision of 20/20, and color vision consistent with the occupational demands of law enforcement.
- Normal hearing in each ear as defined by the Iowa Code (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer).

Employee Acknowledgment:

I hereby acknowledge and attest that I have read and understand this Job Description outlined above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position; that this Job Description may be amended from time to time, with or without notice; and that this Job Description does not create a contract of employment.

Employee

Date

Board President

Date