



Our Mission: “The Iowa County Conservation Board’s mission is to acquire, develop, and maintain parks, recreational areas, forests, wildlife, and other conservation areas, to encourage conservation, education, and to improve the quality of life in Iowa County.”

Iowa County Conservation continuously strives to improve conservation, education, and recreation for Iowa County, Iowa. With properties running along the Iowa River to a timber oasis off the beaten path, Iowa County Conservation offers a large and amazing variety. Some of the properties are a less inhabited than others, so you can get what you are looking for. Would you like to go camping with your friends and hit the beach? How about hike alone, with your dog? You can do it all at our many properties. The largest recreational area is Lake Iowa Park. This park includes an 83 acre lake, campground, nature center, bird blind and trails. Since 1962, visitors have enjoyed fishing, camping, picnicking, hiking and swimming. Winter sports such as cross-country skiing, ice fishing and winter camping are also available. For all your environmental educational interests, Naturalist programs are offered throughout the year.

Iowa County Conservation - Executive Director Job Description

Job Title: Executive Director

Reports to: Iowa County Conservation Board

FLSA: Non-Exempt

Job Summary: The Executive Director is appointed by, and reports to, the Iowa County Conservation Board. Serves as chief administrative officer for the Iowa County Conservation Board and is responsible to plan, coordinate, direct and oversee all aspects of the Iowa County Conservation Board program and department. Responsible for administration of Conservation Board staff. Manages all real property under the authority or management of the Conservation Board and implements Conservation Board activities as per the code of Iowa (section 350) and Conservation Board policies.

Essential Functions:

- Establish and maintain effective working relationships with co-workers, partnering agencies, organizations and the general public.
- Supervises and maintains all Conservation Board areas and resources including facilities, prairies, woodlands, lakes, and wildlife.
- Supervises Iowa County Conservation staff and communicates all objectives clearly through staff meetings, memos, and verbal communication.
- Approve all purchases made by conservation board staff and justifies expenses to Conservation Board at monthly meetings.

Specific Duties:

- Must be able to work irregular hours and be on call on nights, weekends, and holidays.
- Carryout policies established by the Conservation Board.
- Advise the board on good Conservation / Education / Recreation practices and techniques.
- Direct all field employees in maintenance, development, and environmental education.
- Attend Conservation Board meetings, take minutes, and with the help of the board Chairperson, prepare meeting agendas.

- Supervise staff in daily and seasonal program operations including buildings and grounds, maintenance, education programs, and public relations.
- Coordinates schedules, delegate's responsibility to effectively administer program components.
- Submit activity and budget reports at monthly meetings.
- Maintain records and files for County Conservation Board
- Handles correspondence received by the board and public in a timely and accurate manner.
- Submit an annual report including a list of board members, meetings held, land acquisitions, maintenance work, educational activities, and financial reports to the Conservation Board for approval by December of each year.
- Prepare a budget request for the next fiscal year to be considered by the Conservation board.
- Attend budget hearing with board chairperson and justify the budget requests.
- Stay current on federal, state, and local laws that affect the operations of the conservation board.
- Draw up and submit comprehensive site development plans for the County Conservation Board as requested by state code 111A4.3.
- Represent the board in land acquisition negotiations and insure that all necessary legal and reasonable steps are followed.
- Conduct an active and accurate public relations program concerning all activities of the County Conservation Board, and encouraging conservation education in Iowa County.
- Represent the board at public meetings with board members or on their own.
- Be responsible for hiring or terminating of all County Conservation employees according to all state and federal laws.
- Maintain a commercial driver's license with any necessary endorsements.
- Write grants for the County Conservation Board.
- Develop burn plans and conduct controlled burns.
- Be able to operate a variety of equipment.

Education / Training: A minimum of a Bachelor's Degree with major coursework in natural resources, outdoor recreation, public administration or related natural resource field.

Work Experience: At least three years of work related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of this position. Experience should indicate some expertise in staff administration, natural resources and facilities management, public speaking, grant writing / fundraising, working with boards, and fiduciary responsibility.

Salary: 45,000-50,000 depending on qualifications and experience, standard county benefits, housing is also available. Post offer physical and drug test required, 90 day probationary period will apply

To Apply:

Submit Iowa County application, cover letter, resume, and 3 current references by March 24th 2017 to:

Iowa County Conservation, 2550 G Ave, Ladora, IA 52251

Or sberger@co.iowa.ia.us

Application available at: <http://www.co.iowa.ia.us/jobs.htm>