

Mitchell County -- JOB DESCRIPTION

Department: Mitchell County Conservation Board **Position Status:** Full

Title: Executive Director

Compensation: FLSA Exempt: Salary \$70,000- \$90,000
County benefits include Health Insurance, Vacation, Sick time, and IPERS.
(This Position is subject to a 90-day probationary period)

Work Hours: Tuesday-Friday: 7 a.m. to 5 p.m. Standard work week (includes holidays, weekends, and nights as needed)

Immediate Supervisor: Conservation Board

GENERAL SUMMARY

Responsible for managing and directing all aspects of the Conservation Board operations Including: Staff, Budgeting, Planning, Parks, Trails, Wildlife Areas, Environmental Education, Special Projects, Nature Center, Recycling Center, and the Mitchell Mill Hydro Facility in Accordance with Chapter 350 of Iowa Code. Performs a wide variety of professional, Administrative, and management tasks related to carrying out the objectives of the Board and serving the public

QUALIFICATIONS

Minimum education requirement: Graduation from an accredited College or University with a bachelor's degree in Biology, Ecology, Forestry, Environmental Science, or other Natural Resource related field and a Minimum of 3-5 years' experience in the conservation field is preferred. Applicants with a specialized 2-year degree in Natural Resources with commensurate experience may also be considered.

Required Licenses, Registrations, Certifications:

Iowa Driver's License
Must possess Herbicide Applicator Certification (within 6 months of hire)
S-130/190 Wildland Fire Certification (within 6 months of hire)

Safety Training Requirements:

Certification in CPR & AED, Blood-borne pathogens, and chainsaw safety. Additional safety training may be assigned.

ESSENTIAL JOB DUTIES – Program Management

- Oversees the planning, development, and management of all county parks, management areas, trails, and all property under the jurisdiction of the Conservation Board.
- Attends all Board meetings and will advise the Board on all aspects of conservation, recreation, and related program practices, then carries out directives and policies established by the Board.
- Employs, manages, schedules, assigns, supervises, directs, and evaluates the work of staff, caretakers, and volunteers.
- Develops and applies departmental policies, rules, regulations and operating procedures under Board and Code guidelines.
- Participates at regional and statewide meetings to keep abreast of legislative and related changes which impact conservation and recreation programs; represents the Board at public meetings.
- Researches, prepares, and presents reports and requests to the Conservation Board and Board of Supervisors in a timely and professional manner.
- Works with other departments, agencies, local conservation organizations, civic groups, contractors, and private landowners to accomplish conservation goals.
- Makes recommendations on operational procedure, prepares special reports, and complies cost and cost-effectiveness data for the Board.
- Prepares, discusses and justifies a program budget before the Conservation Board and Board of Supervisors; works within approved departmental budget.
- Locates new revenue sources and acquires funding for various projects through grants, government programs, donations, and other innovative mechanisms.
- Ensures compliance with local, state, and federal laws affecting projects, conservation practices, hydroelectric facilities, recycle centers, noxious weed control, and chemical application on public areas.
- Develops, oversees, implements and evaluates short- and long-range plans, for the conservation Board and its departments.
- Conducts a positive public relations program by articulating the philosophy of the conservation board and promotes its programs and services.
- Prepares press releases, conducts interviews, speaks at requested functions, community groups, and responds to the public's questions and complaints.
- Educates the public regarding conservation projects, issues, and opportunities to promote land stewardship and outdoor recreation.

- Maintains existing agreements, easements, and legal obligations on all aspects of the program.
- Operates and maintains the Mitchell Mill Hydro Dam and all licensing requirements through FERC and other government agencies.

ESSENTIAL JOB DUTIES – Park & Land Management

- oversee and maintain wildlife areas, develop effective management plans, and execute them to provide safe, attractive areas with high quality habitat. This management will focus on game species, biodiversity, sustainability, and resilience.
- Oversees Park operations, contracts and manages caretakers, manages projects and capital improvements.
- Directs field staff in park maintenance work including equipment, buildings, grounds, and park infrastructure.
- Uses sound science to plan and implement wildlife management practices that result in healthy, sustainable, and resilient ecosystems across Mitchell County.
- Creates, updates, and executes management plans for all MCCB areas, and accesses.
- Is responsible for implementing and upholding MCCB Noxious Weed Policy.
- Uses prescribed fire, prairie restoration, timber stand improvement, forestry practices,
- invasive species removal, wetland restoration, streambank improvement, grazing and other techniques to manage natural resources.
- Assists private landowners with management plans and handles contracts for the acres for wildlife program including tree orders, CRP establishment, and prescribed fire.
- Manages the procurement, maintenance and disposal of Board property.
- Inspects facilities and premises to ensure that such areas are maintained in a safe and attractive manner; enforces rules and regulations.
- Coordinates and oversees prescribed burns, timber stand improvements and land management on county managed areas and roadsides.
- Safely operates equipment including tractors, mowers, trimmers, chainsaws, boats, utility vehicles and a variety of power tools.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to communicate effectively and responsibly--orally and in writing.
- Ability to successfully manage numerous employees with various backgrounds and personalities.
- Has substantial knowledge of Iowa's ecosystems and the principles of sustainable resource management, conservation, and recreation activities.
- Ability to communicate effectively and responsibly--orally and in writing.
- Ability to prepare and maintain detailed reports, files, and records.
- Ability to establish and maintain courteous and effective working relationships with co-workers, the public, and various agencies.
- Ability to deal with public in both common and during heated situations, resolve conflicts, and display sound judgment and achieve the goals of the Conservation Board.
- Ability to plan, prioritize and schedule tasks to meet the goals of the CCB.
- Ability to write grants, fundraise, and developing community relationships
- Ability to teach, coordinate, and evaluate the work of employees, contractors, interns, and volunteers.
- Knowledge and use of all safety equipment during the performance of assigned duties.
- Knowledge of ROW, field drainage, and watershed practices.
- General knowledge of basic plant/tree care and landscape architecture.
- Basic knowledge of standard office equipment and modern tech devices.
- Ability to perform a wide range of physical tasks and perform manual labor for extended periods in various weather conditions.

Required Post-Offer Physical Examinations: Physical Capacity Profile

Required Drug Testing: Yes

Residency Requirement: May apply

Other Special Requirements: Background check

Hours of Work: Generally 40 hours/week. Non-standard work week (including holidays, weekends, and nights)

Work Environment (including physical requirements):

Work is performed indoors and outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing, running as well as outdoor activities such as natural resource labor. The position may require work in hot, cold, wet, dusty, dirty, noisy, fummy conditions or atmospheres. The employee may be in contact with dust, dirt, chemicals, noise and severe weather condition and exposure to hazardous substances and outdoor elements such as mosquitoes, ticks, and various plants, pollens, and fungi. Work requires extensive interaction with the general public and governmental agencies and may be stressful when meeting deadlines or making abrupt changes in priorities.

EMPLOYEE STATEMENT:

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 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

Conservation Board Chair

Date

Date

Mitchell 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. Mitchell County will Honor Veterans Preference.

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. 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.

